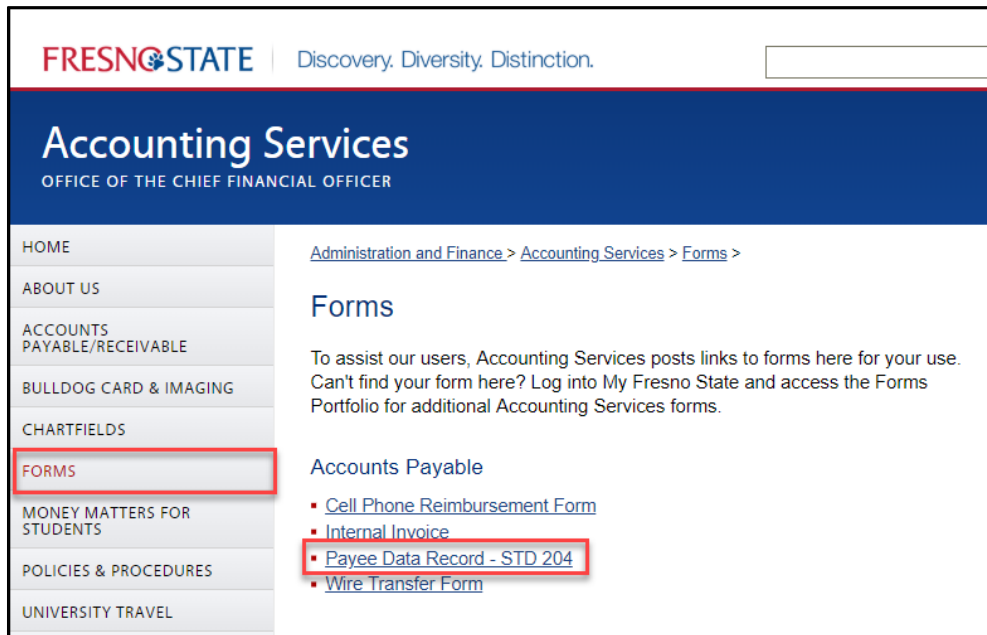


# Vendor 204 Payee Data Record User Guide

There are two ways to access the Vendor 204 form. Any Fresno State faculty/staff can go to the Fresno State Accounting Services website or the Procurement and Support Services websites listed below to send a form to the vendor to complete and submit.

## Accounting Services Website Instructions:

1. Go to the Accounting Services website:  
<https://www.fresnostate.edu/adminserv/accountingservices/>
2. Click on **Forms** or **Accounts Payable/Receivable** on the navigation pane to the left of the page
  - a. If you clicked on **Forms**, then the form will be under **Accounts Payable** labeled **Payee Data – STD 204**.



The screenshot shows the Accounting Services website interface. At the top, the Fresno State logo and tagline "Discovery. Diversity. Distinction." are visible. Below the header, the page title "Accounting Services" and "OFFICE OF THE CHIEF FINANCIAL OFFICER" are displayed. A navigation menu on the left lists various services, with "FORMS" highlighted in a red box. The main content area shows the "Forms" page, which includes a breadcrumb trail: "Administration and Finance > Accounting Services > Forms >". Under the "Forms" heading, there is a brief description: "To assist our users, Accounting Services posts links to forms here for your use. Can't find your form here? Log into My Fresno State and access the Forms Portfolio for additional Accounting Services forms." Below this, the "Accounts Payable" section lists several forms: "Cell Phone Reimbursement Form", "Internal Invoice", "Payee Data Record - STD 204" (highlighted in a red box), and "Wire Transfer Form".

- b. If you clicked on **Accounts Payable/Receivable**, then the navigation pane will expand. Find and select **Vendor Data Record (204)**. Click on the links provided on the page.

The screenshot shows the Fresno State Accounting Services website. The navigation pane on the left is expanded under 'ACCOUNTS PAYABLE/RECEIVABLE', with 'Vendor Data Record (204)' highlighted. The main content area displays the 'Vendor Data Record (Form 204)' page, including sections for Purpose, Who Needs to Submit Form 204?, Who is Exempt from Filing a Form 204?, How you can Help, and Vendor Data Record (204 Form).

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## Accounting Services

OFFICE OF THE CHIEF FINANCIAL OFFICER

HOME

ABOUT US

**ACCOUNTS PAYABLE/RECEIVABLE**

- › Direct Pay Processing
- › Honorarium Requirements
- › Non-Resident Alien Requirements
- › Non-Resident State Withholding Requirements
- › Payment Plus Program
- › Petty Cash
- › Purchase Order Processing
- › Sales & Use Tax
- › Staples Office Supply
- › Student Refunds
- › Vendor Data Record (204)**
- › Vendor Invoice Requirements

BULLDOG CARD & IMAGING

CHARTFIELDS

FORMS

MONEY MATTERS FOR STUDENTS

POLICIES & PROCEDURES

UNIVERSITY TRAVEL

CONTACT INFORMATION

CONTACT US

Administration and Finance > Accounting Services > Accounts Payable >

### Vendor Data Record (Form 204)

#### Purpose

Effective January 1, 1993, California Tax Regulations require the California State University system (CSU) to withhold Federal and/or State income taxes from payments to certain vendors. Payments made to nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income tax. However, no withholding is required if total payments to the vendor for the calendar year are \$1,500 or less.

#### Who Needs to Submit Form 204?

In order to gather such information as residency status, taxpayer ID number, Payee type, etc. the CSU now requires all vendors complete a **Vendor Data Record Form, STD 204**, on a one-time basis, before any payment can be made. If Form, STD 204 is not completed and returned by the individual or company being paid, payment will either be delayed or Federal and/or State withholding will be calculated (Federal withholding rate 30%, and for State income tax withholding rate 7%).

#### Who is Exempt from Filing a Form 204?

Payments made to other State or Federal agencies. Also, refund or reimbursement payments made to individuals are exempt from filing a Vendor Data Record Form.

#### How you can Help

If a School or Department is involved in dealing directly with a vendor (guest lecturers, emergency P.O.'s, e.g.) or is requesting a pre-payment for publication, subscription or membership, then the department must have the **Vendor Data Record Form, Std 204**, completed and signed and attached to the requisition, direct pay approval form and/or invoice when submitted. *Because checks cannot be released or issued without the completed documentation described above, please plan in advance to do so to avoid payment delays.*

#### Vendor Data Record (204 Form)

##### Reportable Vendors State & Federal Withholding/Non-Resident Aliens

The **Vendor Data Record form** is required to process payment by determining the tax status for reportable income and State and Federal withholding.

3. Clicking the link will take you to an OnBase webpage to login. Enter your **Fresno State user name** and **password**. Then press **Login**.

The screenshot shows the OnBase 17 login page. It features a large colorful circular graphic on the left and a login form on the right. The form includes fields for 'User name' and 'Password', and a 'Login' button.

# OnBase<sup>®</sup> 17

**Login**

4. Enter the vendor's **name** and **email address** into the required fields. Then, select the **Business Unit** that the vendor will be listed under.
  - a. The Business Unit options are FRSNO, FRATH, FRFAD, and FRTVL.

The screenshot shows the Fresno State logo at the top with the tagline "Discovery. Diversity. Distinction." Below the logo is the title "Vendor 204 Request Form" and a brief instruction: "Please enter the required information for the vendor that you would like the form to be sent to and select the Business Unit that the vendor will be listed under." The form contains three input fields: "Vendor Name\*", "Vendor Email\*", and "Business Unit\*" (a dropdown menu). A red rectangular box highlights these three fields. Below the fields is a section titled "IT Related Information" and a "Submit" button.

5. After entering the required information, click **Submit**.
6. Once the form has been submitted, the vendor listed will be sent a DocuSign email containing the Vendor 204 form that must be completed. The vendor will receive a copy of their completed form and Procurement will receive the vendor completed form for processing.

### **Procurement and Support Services Website Instructions:**

1. Go to the Procurement and Support Services website:  
<https://www.fresnostate.edu/adminserv/purchasing/>
2. Click on **Purchasing** on the navigation pane to the left of the page.
3. The navigation pane will expand. Find and click on **Purchasing Forms**.
4. Go to the **For Vendors** section and click on the **Vendor 204 Payee Data Record (STD 204)** link provided.

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## Procurement & Support Services

OFFICE OF THE CHIEF FINANCIAL OFFICER

HOME | ABOUT US | NEWS & EVENTS | PURCHASING | WAYS TO BUY | GOODS | SERVICES | PUBLIC WORKS | POLICIES & PROCEDURES | DOING BUSINESS WITH FRESNO STATE | PURCHASING FORMS | WAREHOUSE & PROPERTY SERVICES | MAIL SERVICES

Administration and Finance > Procurement and Support Services > Purchasing > Forms >

### Purchasing Forms

Any form below that states "Forms Portfolio" can be found through My Fresno State, then click on "Forms Portfolio", and then look under "Finance" or "University" for the form listed below.

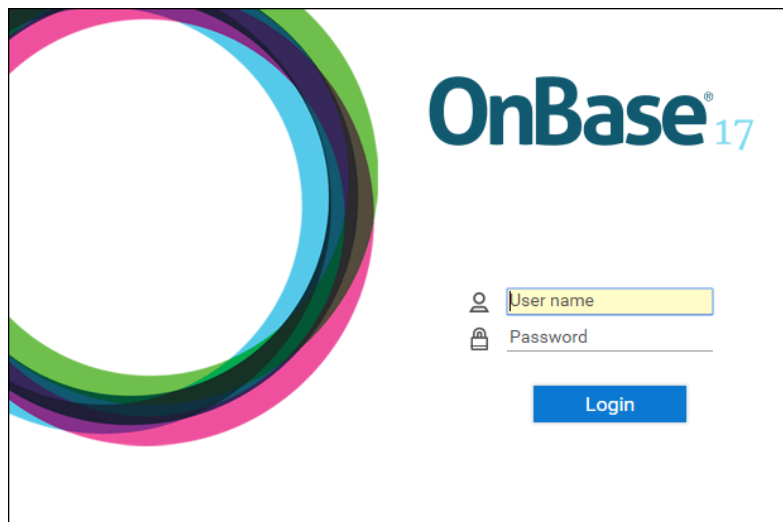
**For University**

Form Name	Download
Direct Pay & Hospitality Approval	Forms Portfolio
Purchase Alteration	Forms Portfolio
Purchase Requisition	Forms Portfolio
Purchase Requisition Hospitality Form	<a href="#">Click to Download</a>
Purchase Requisition Instructions & Reference	<a href="#">Click to Download</a>
Request for Property Survey Form	Forms Portfolio
Shipping Form (FedEx, UPS, USPS, etc.)	Forms Portfolio
Sole Source / Brand	<a href="#">Click to Download</a>
Stockroom Requisition	Forms Portfolio
US Bank ProCard Application	<a href="#">Click to Download</a>
Voyager Fuel Credit Card	<a href="#">Click to Download</a>

**For Vendors**

Form Name	Download
Drug-Free Workplace Certification (STD-21)	<a href="#">CRL005</a>
Small Business Preference & Certification Request	<a href="#">CRL013</a>
Disabled Veterans Business Enterprise (DVBE ) Program Requirements & Transmittal Form	<a href="#">CRL016</a>
Vendor 204 Payee Data Record (STD 204)	<a href="#">CRL040</a>
Recycled Content Certification	<a href="#">CRL053</a>
Voluntary Statistical Data	<a href="#">CRL059</a>

- Clicking the link will take you to an OnBase webpage to login. Enter your **Fresno State user name** and **password**. Then press **Login**.



OnBase<sup>®</sup> 17

User name

Password

Login

6. Enter the vendor's **name** and **email address** into the required fields. Then, select the **Business Unit** that the vendor will be listed under.
  - a. The Business Unit options are FRSNO, FRATH, FRFAD, and FRTVL.

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**Vendor 204 Request Form**

Please enter the required information for the vendor that you would like the form to be sent to and select the Business Unit that the vendor will be listed under.

Vendor Name\*

Vendor Email\*

Business Unit\*  
▼

**IT Related Information**

7. After entering the required information, click **Submit**.
8. Once the form has been submitted, the vendor listed will be sent a DocuSign email containing the Vendor 204 form that must be completed. The vendor will receive a copy of their completed form and Procurement will receive the vendor completed form for processing.