

# Payee Data Record Form (204 Form)

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- ❑ The Payee Data Record form is required for all non-governmental vendors. It is not required for employees, Federal, State or local entities, including school districts.
- ❑ The form is provided by Procurement Services. It must be completed, returned, and entered into CMS by Procurement Services before payment can be rendered. It will be sent to all new vendors when the purchase/service order is dispatched.
- ❑ The 204 form may also be requested by Accounts Payable or the department for the following reasons:
  - To prevent the delay in payment to the vendor. If the 204 form is not entered into CMS, the check to the vendor will not print.
  - The vendor has changed their name, address or Federal Identification number (FIN).
  - The vendor's business is now incorporated. They are no longer classified as an individual/sole proprietor or partnership.
  - The vendor is new and the form is needed to process a requisition or Direct Payment Request.
  - To verify or update address or tax ID number information from the vendor.

<http://www.csus.edu/aba/forms.htm>