



Episcopal Church of the Epiphany

New Payee / Vendor Set-Up

Required information:

Vendor or Individual Name:					
Address:					
City:		State:		Zip:	
Phone #			Cell #		
Federal Tax ID or Social Security #					
Goods or services provided:					
Approved by:				Date:	
Date entered into ACS:				By:	

All information provided will be held in confidence by Church of the Epiphany and only for internal use in order for Church of the Epiphany to maintain compliance with tax regulations and financial audit requirements.

Notes:

1. This form must be on file for all vendors and payees of the Episcopal Church of the Epiphany.
2. No Invoices or payment requests will be processed without this form completely filled out and on file.
3. Individuals or entities (including parishioners) requesting reimbursement of expenses for SERVICES must have this form on file with social security number or Federal tax ID.
4. Parishioners, clergy or staff requesting reimbursement of expenses (other than services provided) should use the expense reimbursement form – this form is only required for payment of services rendered.
5. Employees may not set up themselves as a vendor.