Defining and Creating a 3rd Party/Alternate Payee Vendor Adds

The party who received the reportable income that is to be picked up for reporting and has already been paid, will be the Vendor. The vendor on-line request will be created in the name of this individual.

* HU will need their legal information.....type of legal entity, SS# or Tax ID and Permanent Legal Address. If foreign national a FNIF is required is the vendor is not already set up in our systems.

The individual who paid out of pocket or who is to be reimbursed will be the Third Party or Alternate Payee.

* In the first line of the 'remit to' site you will enter the word 'OR' and the individual's name. (The word 'or' allows the third party to cash the check as well) Then continue filling in the site with the address of the third party. This site is for a one time payment and gets inactivated a month after being created.

The check will be made payable to the vendor or the reimbursee with the reimbursee's address on the check because this is the site that should be chosen when the 3rd party payment is processed, web voucher.