



## Agency Status Request Form

(This form is intended for Grants Office use only)

This request is for (please check all that apply) :

- New G# - entity does not currently exist anywhere in the Banner system
- Agency Status - entity is currently in the system with a different status (i.e. – Vendor) and will already have a G#
- Address Change – for an existing Agency (will already have a G# **and** Agency status)

**PLEASE NOTE:** If this is a new G# request, the Accounting Office will need to verify the Agency's tax ID number. We will check our database for the Agency's ID and if it is not in our database, we will request one and complete the setup when the W-9 has been received.

Agency Name \_\_\_\_\_

Agency Address

Street line 1 \_\_\_\_\_

Street line 2 \_\_\_\_\_

Street line 3 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_

Agency Contact Phone: \_\_\_\_\_

Ext. \_\_\_\_\_

Agency Contact E-mail: \_\_\_\_\_

\*\*\* Questions regarding this form should be directed to the Accounting Office at 331-2287 \*\*\*