Effective immediately, the NYS Office of the State Comptroller has implemented a new Statewide Financial System (SFS), eliminating the use of social security numbers by issuing a Vendor Identification Number (VIN). Any School-based Teacher Educator (SBTE) who hosts a SUNY Student Teacher must fill out and return the attached substitute W9 form to The College at Brockport, as indicated below, along with the yellow SBTE stipend/waiver election form.

This process was gradually phased in during Spring 2012. If you hosted a student teacher during the Spring 2012 semester, a VIN was emailed to you, but a W9 form was not collected, which still must be done.

The process:
- Office of Field Experience sends W9 Form to every SBTE. You will only need to complete the W9 form one time.
- SBTE returns both the W9 form and the yellow SBTE stipend/waiver election form to the Office of Field Experience.
- Office of Field Experience sends the W9 form to Office of Procurement and Payment, who will then register the SBTE to SFS as a “vendor”.
- SBTE will receive an email from SFS with their VIN. There is no action needed – just save the email for future reference.
- Office of Procurement and Payment can process the stipend for payment.
- The stipend is sent directly to the SBTE’s home address from Albany; only tuition waivers come from the College’s Procurement and Payment office.
- In the future, (after the W9 form has been submitted), SBTEs will return only the yellow SBTE stipend/waiver forms to the Office of Field Experience and may use either their VIN or SSN.

Directions for completing the Substitute Form W9. (Please see additional instructions on back of W9 form.)
Part I: Vendor Information
1. Enter your legal name
2. Leave blank
3. Pre-filled with “other” and individual
Part II: Taxpayer Identification Number & Taxpayer Identification Type
1. Enter your Social Security Number
2. Pre-filled marking “Social Security Number”
Part III: Address
1. Enter current home mailing address
2. Enter NA – Not Applicable
Part IV: Exemption Form Backup Withholding and Certification
- Just your full payroll signature and date
Part V: Contact Information – Individual Authorized to Represent the Vendor
- Enter your name as the “Contact Person”
- Title is already completed – (SBTE)
- Enter your school email address and NYS will use that to send your VIN
- Enter best phone number for contact

* Please note that the College does not have the ability to change any personal information listed on the initial W9 form. If you have a change in contact information after submitting the W9, you must contact the People Soft Help Desk at 855-233-8363, or email helpdesk@SFS.ny.gov.

Please complete and return forms to the College at Brockport either by mail or fax.

Mail to: The College at Brockport
PE/Health Field Experience Office
350 New Campus Drive, Tuttle North
Brockport, NY 14420-2958

Or Fax to: (585) 395-5005

Thank you for your patience and understanding as we transition to the new Statewide Financial System (SFS).

For additional information on SFS, please visit http://www.osc.state.ny.us/vendors/vendorguide/guide.htm.