

Chrome River Enrollment Form for Non-Employees

Complete sections 1 and 3 only, and submit this form to ODU Accounts Payable to process a non-employee reimbursement in Chrome River, if the non-employee is not currently set up as a vendor in Banner. Attach the Commonwealth of Virginia Substitute W-9 form (http://www.doa.virginia.gov/Admin_Services/CVG/Forms/W9_COVSubstitute.pdf) with the enrollment form, and mail the forms to Linda Wallace at ODU Accounts Payable, Rollins Hall, Norfolk VA 23529, or fax to (757) 683-5729. If the non-employee is currently set up as a vendor in Banner, complete sections 1-3, and mail or fax the form as indicated above. Once the non-employee has been set up in Banner, this form will be forwarded to the Chrome River Administrator to set up the non-employee in Chrome River. You will receive an e-mail from travel@odu.edu once the non-employee is set up in Chrome River.

Note: If the non-employee has a foreign address, please contact Linda Wallace at lwallace@odu.edu for additional information on vendor set up in Banner.

①	Full Legal Name	Last	First	Middle	
	Remit Address (mailing address)	Street Address			
		City	State	Zip Code	Country
②	Banner UIN				
③	Department Information	Department Name			
		Contact Name			
		Contact E-Mail			
		Contact Phone Number			
*** For Office of Finance Use Only – DO NOT WRITE BELOW THIS LINE ***					
UIN					
Address Sequence					

Questions should be directed to lwallace@odu.edu or travel@odu.edu.