

**NON TAX LEVY
NEW VENDOR REQUEST
FOR SERVICES RENDERED**

Date

Payee Name

Address

City

State

Zip Code

*Social Security No

Telephone No.

Hunter College Employee Yes No

Fax No.

Request By

Invoice Request No.

Department

Telephone No.

* Please attach Social Security Card or W-9.

Please attach this Non Tax Levy New Vendor Request for Services Rendered form to the Invoice Request in Web Invoicing. Only an e-mail notification should be sent to cashmgmt@hunter.cuny.edu with the invoice request number.