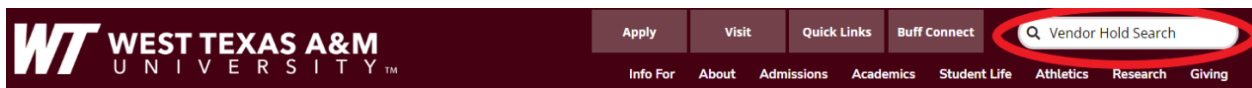


Instructions for the Texas Comptroller Website for Vendor Status Checks:

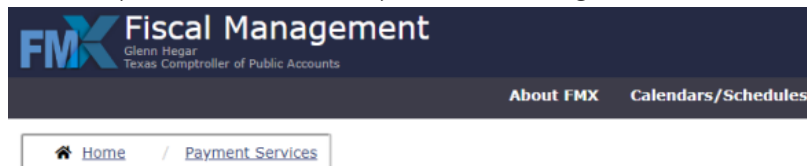
1. Access the Texas Comptroller using the address or QR code listed below:
 - a. <https://fmcpa.cpa.state.tx.us/tpis/servlet/TPISReports?step=1>



- b. This same link can also be found on the *Purchasing and Inventories* page by searching for “*Vendor Hold Search*” through WT’s webpage search bar



2. Enter the Individual/Legal name provided on the W-9 form
 - a. If multiple entities exist, then you will need to select the Location that most accurately reflects the vendor you will be using



Vendor Hold Search STATE AGENCIES FIELD STAFF ONLY

The purpose of a vendor hold search is to ensure Texas state agencies and state institutions of higher education (referred to as state agencies here) comply with the state’s warrant hold statutes, Texas Government Code, Sections **403.055**, **2107.008** and **2252.903**. A hold status based on these statutes applies only if payments are to be issued by a state agency. These statutes do not apply to payments issued to vendors by non-state agencies such as cities, counties, the private sector or other states.

The Comptroller’s Texas Identification Number System (TINS) is the system of record for a vendor hold status. State agencies’ field staff unable to access TINS may use this web tool. **This tool is not a comprehensive search of state debtors.** A vendor’s employer identification number (EIN) or Comptroller-assigned taxpayer number provides the most accurate vendor hold status via TINS. The tool below searches by name only, and may provide multiple search results or no results if the name entered is different than the TINS vendor hold name.

Individual or Business Name (full or partial): e.g., "L J Smith"

Search Options

Match whole words

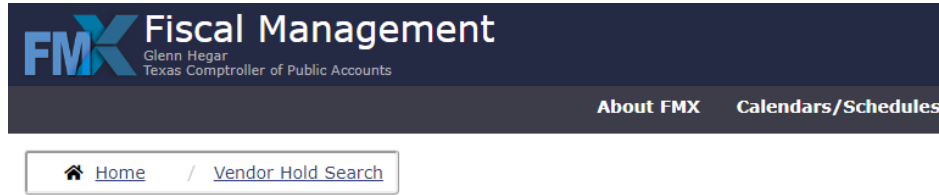
Sort by vendor name

Sort by relevance

Things to remember when performing a search:

- Using the **Match whole words** option is generally recommended.
- Searching for names that contain numbers is acceptable.
- Both lowercase and uppercase letters are acceptable.
- Special characters (#, /, &) in the name are acceptable but should generally be omitted.
Example: **S&J Hardware** should be entered as **S J Hardware**.

3. If the vendor is in good standing with the State of Texas, they will not appear on the search. The purchaser will have to save a PDF of the results from their search and upload it to the Citibank website with valid receipts and other documentation.



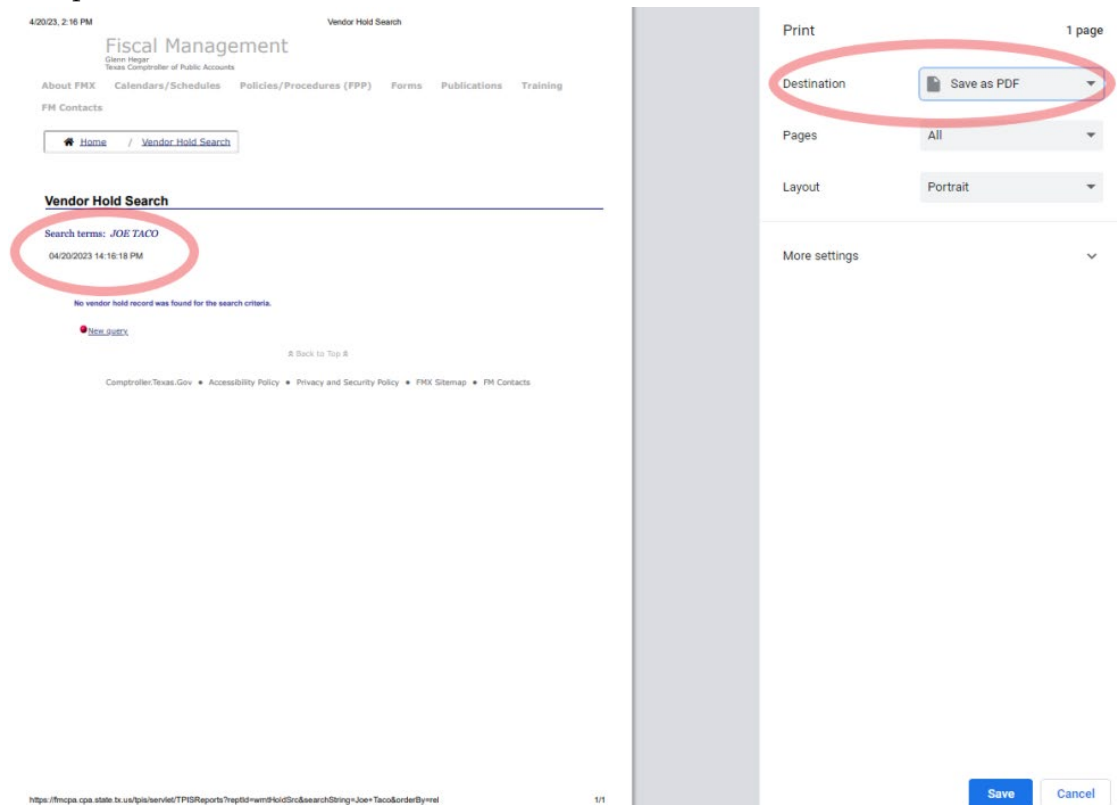
Vendor Hold Search

Search terms: *JOE TACO*

04/20/2023 13:53:21 PM

No vendor hold record was found for the search criteria.

- a. **If the vendor is not in good standing with the State of Texas, then the University is not allowed to continue doing business with the vendor**
4. To save as a PDF, use the shortcut **Ctrl+P** on your keyboard to bring up the print option on your web browser and select **“Save as PDF”** as the destination
 - a. You may have to select an option to allow a timestamp to appear as shown in the example below:



File path for W-9 forms:

The W-9 forms can be located at the file path below. If you do not have access, please contact the Purchasing or Business Office and we will contact IT to request access on your behalf. If you are unable to provide a W-9 for a state-funded purchase, your purchase will be moved to local funds after 60 days or by August 1st of the current fiscal year.

G:\W9_Vendor_File