



How to Update 'Remit To' Address

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If your company's 'Remit To' address needs to be updated, please submit a new substitute [W-9 form](#), [W-8BEN form](#), or [W-8BEN-E](#) through our vendor portal.

More information can be found at <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>

Once the new form is received, George Mason University will update your vendor record(s) accordingly. You will receive a confirmation email once the update has been processed. Please direct additional questions to acctpay@gmu.edu