



See instructions on page 2. Email completed form to GAD at [GADCSC@marylandtaxes.gov](mailto:GADCSC@marylandtaxes.gov)

**1. Attach supporting documents to your request. Not doing so will delay your request.**

- 51 or 52 screen prints from R\*STARS
- First supporting document
- Second supporting document

*Acceptable supporting documents: W-9 signed and dated by the vendor, invoice, vendor contract, government-issued ID, web. First supporting document page, household mail, loan/grant application, credentialing application, or other. Second supporting document independent source (CJAMS, MMIS).*

**SECTION I – Identifying Information** *Required fields are marked with an asterisk (\*).*

- 2. Batch Agency Code: \*  e.g., D3, N24, R32
- 3. Vendor ID: \*  *Prefix plus TIN*
- 4. Mail Code(s):
- 5. Current Vendor Name in R\*STARS: \*
- 6. Is Vendor a State Employee? \*  Yes  No

**SECTION II – Action Requested** *Select at least one action.*

- 7. **UPDATE** – *Select if vendor has a change to name, address or contact information.*  
Change Vendor Name:   
Change Vendor Address: Line 1   
Line 2   
Change City, ST, or ZIP:     
Change Telephone:  Change Fax:
- 8. **ACTIVATE** – *Only select if vendor is inactive (I status)*
- 9. **UNDELIVERABLE CHECK #**  *Check must be in “U” status to be remailed. See 47D screen for status.*
- 10. **INACTIVATE** – *List Mail Code(s) and reason to inactivate:*
- 11. **OTHER CHANGES** – *Please be specific:*

**12. SECTION III – Authorization**

Requested by: \*  Date: \*

*I attest that I am an authorized Vendor Coordinator.*

Agency Vendor Coordinator Signature: \*  Phone: \*

Printed VC Name: \*  Email: \*

**13. SECTION IV – GAD Administrative Use Only**

GAD Input By:  GAD Reviewed By:



Section Information	Instructions
1. Attach Supporting Documents	A 710 packet consists of 51 and/or 52 screen prints from RSTARS, two supporting documents that match the request on the 710 form and an authorized vendor coordinator signature. Acceptable supporting documents are listed at the top of page 1. Fields marked with an asterisk on page 1 are REQUIRED.
2. Batch Agency Code	The 3-digit agency code under which you are paying the invoice. Your agency code will be an alpha character with two numbers, or 3 numbers for capital projects.
3. Vendor ID	Enter the FEIN or Social Security # of the vendor, INCLUDING the prefix. Prefixes are "1" or alpha.
4. Mail Codes	Enter for which mail code(s) you want the change(s) made.
5. Current Vendor Name in R*STARS	Enter the vendor name as it currently appears in R*STARS.
6. Is Vendor a State Employee?	Check YES or NO.
7. UPDATE	Check this option if the vendor has a change to name, address or contact information. A vendor's DBA (Doing Business As) per their W-9, will go on Line 1 of Change Vendor Address. If an undeliverable check and the address does <b>NOT</b> need to be updated, do <b>NOT</b> check UPDATE. Complete the address to which the check is to be remailed.
8. ACTIVATE	<b>Only</b> check if the vendor is in "I" status.
9. UNDELIVERABLE CHECK #	Once the check is in "U" (undeliverable) status, a 710 packet needs to be completed and sent within 25 days to allow time for processing before it goes to "N" status. If check is in "N" status, please complete a ST-153 and submit to Banking Services at <a href="mailto:ST153_UDUPchecks@treasurer.state.md.us">ST153_UDUPchecks@treasurer.state.md.us</a> . Use screen 47D in FMIS to check payment status.
10. INACTIVATE	List the mail code(s) and reason why you are asking to inactivate
11. OTHER CHANGES	Use this area when information from the above fields is not large enough for the info you need to enter, or if you are requesting something that does not have a field on this form – i.e. 1099 Indicator.
12. SECTION III - AUTHORIZATION	An authorized Vendor Coordinator must sign this form. The person requesting the changes can be different from the Vendor Coordinator. Electronic signatures are acceptable.
13. SECTION IV - GAD Admin Use On	Do not enter anything in this section.

**NOTE:** Review each 710 request to ensure that all documents are included and match the 710 request form. Not doing so will result in a delay in processing your request.

Email completed 710 requests to [GADCSC@marylandtaxes.gov](mailto:GADCSC@marylandtaxes.gov)

Questions? Please contact Vendor Services at:

Email – [GADCSC@marylandtaxes.gov](mailto:GADCSC@marylandtaxes.gov) or Phone – 410-260-7814 or toll free at 888-784-0144

To become a vendor coordinator, you will need to complete a FMIS R\*STARS Access Request Form (SECU24) and email it to DoIT at [securityservices.doit@maryland.gov](mailto:securityservices.doit@maryland.gov)