STATE OF MICHIGAN
MASTER VENDOR/PAYEE FILE
EMPLOYEE REGISTRATION FORM

Employee registration, name changes, or address updates on the State Vendor File should be made using the Internet at www.cpexpress.state.mi.us. This form should be used by employees that do not have Internet access.

(**NOTE: Employee payroll checks are issued through HRMN, not the State Vendor File. Employee non-payroll payments such as travel reimbursements are issued through the State Vendor File.)** Employees need to ensure accurate name and address information in both HRMN and on the State Vendor File to avoid potential delay in payments. If you need to change name and address information in both HRMN and on the State Vendor File, do not submit this form. Either access and make your own changes on the MI HR Self Serve website at www.mi.gov/selfserv or call MI HR Service Center at 877-766-6447 and request the needed changes in HRMN. An automatic email will be sent to State Vendor File staff alerting them to the needed changes on the State Vendor File. Submitting a request in HRMN and this form duplicates the information submitted to OFM for updating on the State Vendor File.

☐ NEW EMPLOYEE

☐ NAME CHANGE:
CURRENT NAME ON FILE: _____

☐ NEW ADDRESS
(This will replace all other addresses currently on file.)

☐ ADDITIONAL ADDRESS
(Address will be created in addition to existing addresses on file.)

☐ INACTIVATE RECORD
(No longer employed by State of Michigan.)

EMPLOYEE ID:_____

EMPLOYEE NAME:_____
(First, Middle, Last)

STREET ADDRESS:_____

CITY_____STATE:_____ZIP_____

EMPLOYEE SIGNATURE_____DATE:_____

DEPARTMENT:_____WORK PHONE:_____

Mail or Fax this Form to:
DMB - Office of Financial Management, Vendor Registration
Romney Bldg., 7th Fl., PO Box 30026, Lansing, MI 48909
Telephone: Toll Free 1-888-734-9749
Fax: (517) 373-6458