



Vendor/Payee Information Form

INSTRUCTIONS: Please provide all information (typed or printed legibly) as requested in the spaces provided. Please complete all sections.

Section A - All Vendors Must Complete

General Information

Company, Business or Individual Name:
Order Address:
Order E-Mail Address:
Bid Solicitation Address:
Bid E-Mail Address:
Remittance Address:
Sales Contact:
Management Contact:
Toll Free Phone Number:
WWW Address:

All that apply to you.

ALL COMPANIES PRODUCING PRODUCTS BEARING THE UNIVERSITY'S MARKS MUST RECEIVE PRIOR APPROVAL THROUGH THE UNIVERSITY'S LICENSING OFFICE

Section B - Payee Information - All vendors must complete.

Tax Residency: USA [ ] Other (Specify)

IMPORTANT! If tax residency is "other," please call the Tax & Investment office at 766-2821 about income tax withholding that may be necessary on payments made to this vendor

Substitute Form W-9 - Payers request for taxpayer identification number and certification.

OWNERSHIP CODES: Check only one code by the appropriate ownership type that applies to you or your business, and enter any required additional information for that type.

Individual recipient (not owning a business)
Sole ownership of business (Sole Proprietorship). If checked, enter the owner's name and appropriate identification number.
Owner's name
EIN or SSN

Partnership
Limited Liability Company (LLC)
Corporation (Prof. Corp, S-Corp., etc.)
Trust
Medical Corp
Governmental Entity
Nonprofit Corporation

REQUIRED: 1099 Address: City: State: Zip:

If you have multiple business names or addresses utilizing the same SSN or EIN, please attach a listing to this form.

CERTIFICATION: Under penalty of perjury, I certify that:

- 1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2) I am not subject to backup withholding because: (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

CERTIFICATION INSTRUCTIONS: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

Please Sign Here after printing completed form

Signature

Date