

SAMPLE FORM



EMORY UNIVERSITY PROCUREMENT & PAYMENT SERVICES

Supplier/Individual Information Form

This form is used to establish or update a record within the Emory University Procurement & Payment Services' system and meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications for Federal procurement reporting and claims for exemption, and internal requirements for supplier establishment. This form is to be completed in the place of the Federal W-9 form. International individuals/entities should complete the appropriate W-8 form.

FORM INSTRUCTIONS:

The Emory University employee that is requesting goods or services from the supplier must complete the Emory University Contact Information portion of this form. The supplier is to complete the remaining portions of this three-page form and return to the employee requesting the goods or services. This form should then be submitted to Emory University Procurement and Payment Services. Do not return this form to the IRS.

NOTE TO SUPPLIER: Submission of this form **does not** authorize a supplier to provide goods or services to Emory University until the supplier is notified by Procurement.

Emory University Contact Information

(This must be completed by an Emory University employee before sending the form to the supplier.)

Employee Name:	<input type="text"/>	Emory Email:	<input type="text"/>
School/Department:	<input type="text"/>	Campus Phone:	<input type="text"/>

Supplier/Individual Name and Information

Legal Name:	<input type="text"/>	DBA Name, if different:	<input type="text"/>
DUNS Number:	<input type="text"/>	Foreign ID:	<input type="text"/>
Contact Name:	<input type="text"/>	Phone:	<input type="text"/>
		Email:	<input type="text"/>

TIN
(select one)

- Employer Identification Number (EIN)
 Social Security Number (SSN)

Taxpayer Identification Number:

Entity Type
(select one)

- Individual/sole proprietor or single member LLC C Corporation S Corporation Partnership Trust/estate Foreign
 Limited liability company (LLC)

If LLC, select tax classification:

- C Corporation S Corporation Partnership

Note: For a single-member LLC that is disregarded, do not check LLC. Instead, check the appropriate box above for the tax classification of the single-member owner.

Other (explain):

Exemption Code:

Exemption from FATCA reporting, if any:

Legal
Mailing
Address

Line 1:	<input type="text"/>
Line 2:	<input type="text"/>
City/State/Zip:	<input type="text"/>
Website:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>

Ordering
Address
(if different
than above)

*This does not apply
to Individuals.*

Method to receive orders: Email Fax

Line 1:	<input type="text"/>
Line 2:	<input type="text"/>
City/State/Zip:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>

Remit To
Address,
(if different
than above)

Line 1:	<input type="text"/>
Line 2:	<input type="text"/>
City/State/Zip:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Cash Discount Payment Terms:	<input type="text"/>

Certifications

Under penalties of perjury, I certify by signing below that

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- 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.
- My firm is not currently debarred, suspended, or proposed for debarment by any federal entity and I agree to notify Emory University Payment Services of any change in status.
- My firm does not currently have any employees, vendors, or other types of contractual relationships in place with parties on the U.S. Department of Treasury Office of Foreign Assets Control Specially Designated National (SDN) List. This list can be found at the following URL: <http://www.ustreas.gov/offices/enforcement/ofac/sdn/>

5. Are you a U.S. citizen or other U.S. person as defined in the U.S. Department of Treasury Form W-9?

Yes No

6. Are you or any Officer, Owner or Partner in this company an employee of Emory University?

Yes No

7. Is a direct family member of any of the above an Emory University employee (spouse, partner, etc.)?

Yes No

8. Does your firm agree to Emory's payment terms of Net30?

Yes No

Signature: _____

Date: _____

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****Digital Signatures Not Accepted; Please print, sign, and scan or take a photo with your smartphone****