



UNIVERSITY OF HOUSTON SYSTEM-WIDE

VENDOR SETUP FORM – COMPANIES, CONTRACTORS, AND RESEARCH STUDY PARTICIPANTS

VENDOR: Complete and FAX to UH System Vendor ID at 713-743-8709. Questions? Call 713-743-8746 or send an email to "VendorID@uh.edu".

Company/Contractor Name: _____ Check if Doing Business As (DBA) Name
Remit To Address and Contact
Name To Make Payment To, if different than above: _____
Street Address or PO Box: _____
City: _____ State: _____ Zip Code: _____
Region/Province: _____ Country: _____
Contact Name: _____ Title: _____
Phone: _____ Fax: _____ E-Mail: _____
Purchase Order information, if different:
Street Address or PO Box: _____
City: _____ State: _____ Zip Code: _____
Region/Province: _____ Country: _____
Contact Name: _____ Title: _____
Phone: _____ Fax: _____ E-Mail: _____
Preferred method of receiving purchase orders: Fax E-Mail US Mail Other _____

Business Classification (check one of the following and provide related information):
(1) US Sole Proprietorship Owner Name _____ Owner Social Security Number _____
(2) US Partnership Partner 1 Name _____ Partner 1 Social Security Number _____
Partner 2 Name _____ Partner 2 Social Security Number _____
(3) Texas Corporation Type "C" OR Professional Corporation/Association Texas Corporate Charter No. _____ (10 digits)
(4) Non-Texas Corporation Type "C" OR Professional Corporation/Association
(5) Research Study Participant (US Citizen or Resident Alien)
(6) Other US Domestic Entity _____
(7) Foreign (non-US) Entity or Individual Without Taxpayer Identification Number (TIN)
NOTE: IF YOU MARK FOREIGN ENTITY, WE MAY FORWARD AN INTERNAL REVENUE SERVICE (IRS) FORM W-8, CERTIFICATE OF FOREIGN STATUS, TO YOU. THIS MAY EXEMPT YOU FROM BACKUP WITHHOLDING. FORM W-8 DOES NOT EXEMPT YOU FROM THE 30% (OR LOWER PERCENTAGE BY TREATY) NONRESIDENT WITHHOLDING TAXES. TO CLAIM THIS EXEMPTION, YOU MUST FILE IRS FORM 8233 WITH US. FOR MORE INFORMATION, REFER TO IRS PUBLICATION 519.

REQUIRED INFORMATION - ALL VENDORS OR PAYEES
The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the University of Houston System, or may result in the UH System having to deduct backup withholding amounts from its payments to you.
US Taxpayer Identification Number (TIN), also known as Federal Employer Identification Number (FEIN) _____ (9 digits)
If no TIN, but applied for, date applied _____
Vendor Number Assigned by UH System (if known) _____ (10 digits)
SUBSTITUTE IRS FORM W-9 CERTIFICATION
Under penalties of perjury, I certify that the above information is correct and 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 you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.
Signature of vendor representative (REQUIRED) _____ Date _____

Contact for Vendor Setup Form
Name of person who completed form _____ Title _____ Phone _____ E-Mail _____