

**University of Houston System**  
**Vendor Setup Coversheet – Non U.S. Individual or Business/Organization**

If you are a non-US business/Organization, please complete the following:

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

If you are a non-US individual, please complete the following:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Check this box if you are a UHS employee.

UH System person to notify when vendor setup is complete (optional): \_\_\_\_\_  
Email Address

Complete and fax this coversheet, a W-8 form, and a Direct Deposit Authorization form to Vendor ID (Fax # 713-743-0521). If you do not have a U.S. Bank Account, you do not need to complete/fax a Direct Deposit Authorization form.