University of Houston System
Vendor Setup Coversheet – Non-Employee U.S. Individual (Including Residential Alien Individual)

Name: _____________________________________
Phone #: _____________________________________
Email: _____________________________________

Vendor Classification (select one):

☐ State of Texas Employee (Agency Number __________)
☐ UHS Board of Regents
☐ Prospective Employee
☐ Other (explain: ________________________________)

UH System person to be notified when vendor setup is complete (Required**) : ____________________________ Email Address

** Vendors will NOT be set up in the UHS Vendor System without this information.

Complete and fax this coversheet, a W-9 form, and a Direct Deposit Authorization form to Vendor ID (Fax # 713-743-0521).

Revised 09/23/19