

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 (**Required****): _____
Email Address

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

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.