UNIVERSITY OF HOUSTON SYSTEM-WIDE

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

VENDOR: Complete and FAX to UH System Vendor ID at 713-743-0521. 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

Rev. August 20, 2001