

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:		_ Chec	☐ 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 differe	ent.				
Street Address or PO Box:					
City:				Zin Code:	
_				<u> </u>	
Region/Province:		_			
Contact Name:			_		
Phone:					
Preferred method of receiving purchase	orders:	□ E-Mail	□ US Mail	☐ Other	
Business Classification (check one of t	he following and provide related	information):			
(1) US Sole Proprietorship	Owner Name		Owner S	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" <u>OR</u> ☐ 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.					
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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)					
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 (R				7D)	Date
		Signature of vendor repr	esentative (REQUIRE	(עב	Date
Contact for Vendor Setup Form					
	I		1		
Name of person who completed form	Title		Phone		E-Mail