



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

VENDOR REGISTRATION

Substitute Form W-9
Mail or Fax completed form to:
300 Turner St NW, Suite 3300, Blacksburg, VA 24061
Phone: (540) 231-2544/Fax: (540) 231-7221

Legal Name: _____
(as it appears on your tax return)

Trade Name: _____
(DBA)

Mail PURCHASE ORDERS and BIDS to:		Mail PAYMENTS to:	
PO Telephone # <i>(preferably toll free)</i>	PO Fax # <i>(preferably toll free)</i>	Email address:	

Taxpayer Identification Number:

<u>Employer Identification Number(EIN):</u>	AND/OR	<u>Social Security Number (SSN):</u>

Entity Type (one MUST be checked)

- | | | |
|--------------------------------------------------|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> LLC | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Government Entity | <input type="checkbox"/> C Corporation (C) | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> S Corporation (S) | <input type="checkbox"/> Individual (see below) |
| | <input type="checkbox"/> Partnership (P) | |

If "LLC" is checked, type **MUST** be marked below:

For Individuals ONLY:

- I am a U.S. Citizen, **or**
 I have been granted permanent residency (green card holder), **or**
 I am a Resident Alien for tax purpose; obtained appropriate permissions from my sponsor. I have contacted the international tax specialist at 540-231-3754 or jakunz@vt.edu to discuss additional documentation that is required by federal law.

Business Classification Type (check ALL that apply): *for descriptions see: <http://www.purch.vt.edu/Vendor/class.html>*

- Large Business Small Business Minority owned Business Women Owned Business Other

Certification: Under penalties of perjury, I certify that:

(1) The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), **and** (2) The organization entity and all other information provided is accurate, **and** (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding, **and** (4) I am exempt from FATCA reporting.

You must cross out item (3) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

All vendors and employees of the University should be aware of the requirements to abide by The Virginia Conflict of Interest Act. The applicable code can be reviewed at <http://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act>

Authorized Signature

Title

Printed or Typed Name

Phone Number

Date