

FOR OPT USE ONLY: JH _____



Department of Purchasing and Travel

VENDOR REQUEST FORM

A completed form is required prior to adding your company/agency's name to the Jackson State University's vendor database. Please type or print legibly. You may fax the form to 601-979-0706 or scan and email the form to purchasing@jsums.edu.

To be processed, a direct deposit form must accompany this form.

Vendor Name _____ Tax ID #/SSN _____

Type of Business

☐ Sole Proprietor

☐ LLC

☐ Corporation

☐ Partnership

☐ Non-Profit

☐ Other (Specify) _____

Order Address

Address _____
City _____ ST _____ Zip _____

Payment Address

Address _____
City _____ ST _____ Zip _____

Contact Person: _____

Phone Number _____ Fax Number _____

Email Address _____ Website: _____

Commodity/Service Provided _____
use separate sheet if needed

The information requested below is required and will be used for data collection purposes only.		Business Profile (check all that apply)	
<input type="radio"/> Certified	Certifying Agency _____		
<input type="radio"/> Minority BE	<input type="radio"/> Woman BE	<input type="radio"/> Disadvantaged BE	<input type="radio"/> Small BE

Conflict of Interest Statement

Does any University employee serve as an officer, director or partner of this company? ☐ Yes ☐ No

Does Jackson State University provide employment for any part (or member of the party's immediate family) that has a 5% or greater ownership interest in this company? ☐ Yes ☐ No

If you answered "Yes" to any of the Conflict of Interest Statements, identify the individual(s) and their relationship to your company. _____

Name _____ Date _____

Signature _____ Title _____

Purchasing _____ Date _____

Jackson State University ❖ Office of Financial Services
Vendor Authorization Form
Direct Deposit

[illegible]

11/11/11

PLEASE CHECK ALL THAT APPLY

☐ **Cancel Authorization**

Please contact your financial institution if you need assistance with the following information. Note that Direct Deposit Refunds can only be applied to accounts at domestic (U.S.) financial institutions.

TYPE OF ACCOUNT - PLEASE CHECK ONE:

(Attach a voided check below to verify account information)

┐ Savings Account

Contact your financial institution for the number
(must be validated by financial institution)

- (1) Jackson State University to deposit my funds via Direct Deposit,
- (2) My financial institution to credit my account, and
- (3) Jackson State University to initiate and my financial institution to make adjustments to my account for any incorrect credits/payments which may occur.

This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my account, close my account, or change financial institutions. All requests for changes should be submitted to Jackson State University at least 2 weeks in advance, to enable the University and financial institution(s) to process appropriate transactions.

RETURN TO: JACKSON STATE UNIVERSITY
OFFICE OF FINANCIAL SERVICES, P. O. BOX 17250
JACKSON, MS 39217

RETURN TO: JACKSON STATE UNIVERSITY
OFFICE OF FINANCIAL SERVICES, P. O. BOX 17250
JACKSON, MS 39217

W-9

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box ☐ Individual/sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note, if the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify 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, and
3. I am a U.S. citizen or other U.S. person (defined below).

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. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.