



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

VENDOR REGISTRATION

Substitute Form W-9

Mail, e-mail or Fax completed form to:
201 Southgate Center, Blacksburg, VA 24061
W9@vt.edu 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 # (preferably toll free)

PO Fax # (preferably toll free)

Email address:

AP email address:

Taxpayer Identification Number:

Employer Identification Number(EIN):

AND/OR

Social Security Number (SSN):

Entity Type (one MUST be checked)

___ Corporation

___ LLC

___ Partnership

___ Government Entity

___ C Corporation (C)

___ Sole Proprietor

___ Non-Profit Organization

___ S Corporation (S)

___ Partnership (P)

___ Individual (see 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 purposes and 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.

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.

Authorized Signature

Title

Printed or Typed Name

Phone Number

Date