

# UNIVERSITY OF MINNESOTA

Date: \_\_\_\_\_

## Vendor Authorization/Change Form

Use this form for U of MN vendors that do not qualify as single payment vendors. A vendor signed W-9, vendor name, tax ID, type of business, type of purchase/payment, PO address, and requestor information are required for all new vendor set-ups.

New                       Change                      Vendor #:

<b>Vendor Name</b>		<b>Federal Tax ID #:</b> (Required) _____
<b>Name used by IRS</b> (if different from above)		<input type="checkbox"/> TIN/EIN <input type="checkbox"/> SSN <input type="checkbox"/> ITIN <input type="checkbox"/> No SSN/TIN

**Type of Business**

<input type="checkbox"/> Corporation	<input type="checkbox"/> Government Entity	<input type="checkbox"/> Foreign Nonresident Individual
<input type="checkbox"/> Partnership	<input type="checkbox"/> Exempt from backup withholding	<input type="checkbox"/> Foreign Entity (other than individual)
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Non Profit/ 501(C) Entity	<input type="checkbox"/> US Agent of Foreign Person/Entity
<input type="checkbox"/> Other (Please explain): _____		
<input type="checkbox"/> Individual/Sole Proprietor (US Citizen)	If you place a check-mark next to <b>Individual/Sole Proprietor (US Citizen), Employee,</b> <b>or Student</b> you <u>must</u> fill out an <i>Independent Contractor Authorization Form</i>	
<input type="checkbox"/> Employee		
<input type="checkbox"/> Student		

**Type of Purchase/Payment**

<input type="checkbox"/> Goods	<input type="checkbox"/> Auditor	<input type="checkbox"/> Performer	<input type="checkbox"/> Consultant	<input type="checkbox"/> Provider of Medical Services
<input type="checkbox"/> Services	<input type="checkbox"/> Attorney	<input type="checkbox"/> Speaker/Lecturer	<input type="checkbox"/> Royalty	

**Description of Services/Reason for Payment:**  
(Required)

**For Services, indicate where (e.g. City, State) they were provided:**

<b>Purchase Order</b>	<input type="checkbox"/> Send 1099 to this address		
<b>Primary Name</b> (if different from above)			
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Foreign Province</b>	<b>Country</b>		
<b>Contact Name</b>	<b>E-mail</b>		
<b>Phone</b>	<b>Fax</b>		

PO Dispatch Method (please check ONE)

Email                       Fax

**Remit To**                       Remit to same as PO address                       Send 1099 to this address

<b>Name</b> (if different from above)			
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Foreign Province</b>	<b>Country</b>		
<b>Contact Name</b>	<b>E-mail</b>		
<b>Phone</b>	<b>Fax</b>		

**Requested By**

<b>Name</b>	Larissa Gonring	<b>Phone</b>	(612) 625-4099
<b>Department</b>	Mechanical Engineering	<b>Fax</b>	(612) 626-9503
Email to Notify Completed Vendor is Set-up		gonri003@umn.edu	

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)		
	Business name, if different from above		
	<input type="checkbox"/> Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶		
	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.

Social security number
or
Employer identification number

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

### 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## 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,