

New Vendor Setup Guidelines

Use Form W-9 to request the taxpayer identification number (TIN) of a U.S. person (including a resident alien) and to request certain certifications and claims for exemption. For federal tax purposes, a U.S. person includes but is not limited to:

- 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;
- Any estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Advise foreign persons to use the appropriate Form W-8 or Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual.

Once the appropriate form is obtained from vendor check to ensure the most recent W-9 form was submitted (rev. November 2017). Check for accuracy and completion of all sections.

W-9 Section 3 Requirements

Individual – Social Security Number must be included in Part I

Sole Proprietor/Sole Owner – Social Security Number and Employer Identification Number must be included in Part I

Single-Member LLC – Employer Identification Number must be included in Part I

Texas Corporation –Employer Identification number must be included in Part I (Charter Number Required)

Out of State Corporation – Employer Identification number must be included in Part I

Partnership – Social Security Number for both partners and Employer Identification Number must be included in Part I

Texas Limited Partnership – Employer Identification Number must be included in Part I (Charter Number Required)

Professional Association – Employer Identification Number must be included in Part I (Charter Number Required)

Professional Corporation – Employer Identification Number must be included in Part I (Charter Number Required)

W-9 Part II Requirements

Confirm signature and date is within 1 year of the New Vendor setup request.

New Vendor Information

Lamar University requires a Purchase Order for purchases. All Purchase Orders will be electronically mailed or faxed. **INVOICES MAY BE SENT TO: AccountsPayable@lamar.edu.**

The following information is required in order to accurately process a Purchase Order or remit Payment.

Please complete and return this New Vendor Information form along with the attached IRS W-9 form.

Company Name: _____
Employer Identification Number(EIN): _____
Owner's Name if not Incorporated: _____
Sole Proprietors: Owner's Social Security Number: _____
Partnership:
 Partner 1 Name and Social Security Number/FEI: _____

 Partner 2 Name and Social Security Number/FEI: _____

Order from Address: _____
City, State and Zip Code: _____
Remit to Address: _____
City, State and Zip Code: _____
Telephone Number : _____
Vendor Contact and Title: _____
Contact Telephone Number: _____
Fax Number: _____
Contact Email Address: _____
If Texas Corporation Charter Number: _____
If Professional Association Charter Number: _____
If Limited Partnership File Number: _____
If a Texas Certified HUB Vendor Certification Number: _____
 HUB Classification: _____