



New Supplier Application/Substitute W-9

Note: This form is for domestic suppliers and U.S. citizens only.

Florida Atlantic University
777 Glades Rd, ADM 10 Room 149
Boca Raton, FL 33431

The FAU preferred method for receiving invoices is by email to: AccountsPayable@fau.edu

1. Name (as shown on your income tax return)	
2. Business name/disregarded entity name, if different from above	
3. Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) https://www.irs.gov/pub/irs-pdf/fw9.pdf	4. Exemptions (Codes only apply to certain entities, not individuals; see instructions) Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
5. Address (number, street, and apt. or suite no.)	Requester's name and address: Florida Atlantic University 777 Glades Rd, ADM 10 Room 149 Boca Raton, FL 33431
6. City, state, and zip code	
7. List account number(s) here (optional)	
8. Do you have a conflict of interest as defined by FAU Regulation 5.011 ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide an explanation.	
9. Please check all that apply to your business: <input type="checkbox"/> Small Business <input type="checkbox"/> Veteran-Owned Business Enterprise <input type="checkbox"/> Minority-Owned <input type="checkbox"/> Disabled Veteran-Owned Business Enterprise <input type="checkbox"/> Women-Owned Are you certified? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy of the certification with this form.	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see IRS Form W-9 Part I instructions. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 4 of the IRS Form W-9 instructions. Note. If the account is in more than one name, see the chart in the IRS Form W-9 instructions for guidelines on what number to enter.	Social security number Employer identification number
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Part II Contact and Remittance Information

Primary Vendor Contact	Title
Contact's Email Address	
Contact's Phone Number	Fax Number
Remittance Address (If Different than #5)	

Part III 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 (see instructions).
4. The FATCA codes entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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.

Signature of U.S. person	Date
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Per Florida Statute 119.71(5), FAU is required to notify individuals of the circumstances that require or authorize the collection and use of social security numbers ("SSN"). FAU is requesting the information above, as required for income tax reporting purposes.