

Vendor Request Form (W-9 + Vendor Compliance)

Use this form to set up vendors in Sage/Procurify.

Attach a signed IRS Form W-9 and any required documents.

For TEACH internal routing:

Requestor must complete

Requester Name: _____

Site/Dept: _____

Date: ____/____/____

Section A-C: Vendor must complete

A. Vendor Contact & Remit Info

Vendor Legal Name _____

DBA (if any) _____

Business Address _____

Remit-To Address (if different) _____

Contact Person _____

Email _____

Phone Number _____

B. W-9 Tax Information (matches IRS Form W-9)

1. Name (as shown on your income tax return) _____

2. Business name/disregarded entity name

(if different from above) _____

3. Federal tax classification (check one)

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate LLC—classification (C/S/P): _____

Other: _____

4. Exempt payee code (if any) _____

Exemption from the FATCA reporting code

(if any) _____

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

6. City, state, and ZIP code _____

7. TIN — enter your TIN in the appropriate box

Social security number (SSN) __ - __ - ____

Employer identification number (EIN) __ - _____

C. Compliance & Documentation

Type of Service/Product _____

Tax ID Number (attach W-9) _____

Business License Number (if applicable) _____

Certificate of Insurance (COI) Attached Yes No

Debarment/Suspension Check Verified Yes No

Direct Deposit (ACH/EFT) Yes No

D. TEACH Requestor & Approver must complete

Site or Department Requesting Vendor _____

Submitted By _____ Date: ____/____/____

Approved By _____ Date: ____/____/____

Attachments required: Signed IRS Form W-9; COI (if services on campus); Business License (if applicable). Optional: ACH form + bank letter/voided check for direct deposit.