



Submit to: vendor.services@ttu.edu or fax 806/742-3820
For questions call 806/742-3844

VENDOR SETUP FORM - NEW VENDORS

TEXAS TECH UNIVERSITY®

Section A - Vendor Type Information (select one category for each):

Type of Purchase (required) Materials/goods Services Combination of goods and services Other

Type of Vendor (required) Corporation Texas Charter Number

Medical/legal State agency Federal agency Non-profit PLS

Individual/sole proprietor (additional information needed below) Partnership (additional information needed below) Other

LLC taxed as (choose one of the following if applicable): LLC taxed as corporation LLC taxed as sole proprietor

If you selected Individual/Sole Proprietor above, provide the following information:

Individual/Sole Proprietor's Name

Individual/Sole Proprietor's Social Security Number

Partnership: If checked above, enter two partner's names and Social Security numbers (SSN). If a partner is a corporation, use the corporation's Employer Identification Number (EIN).

Partner's Name

Partner's Social Security Number/EIN

Partner's Name

Partner's Social Security Number/EIN

Foreign vendors confirmation (required if foreign vendor; do not complete Section E if foreign vendor):

Check if non-resident alien Home country

Section B - Vendor General Information:

Vendor name

Business name (if different)

Mailing Address

City State Zip Code

Remit to (address for payment remittance):

City State Zip Code

Business Phone Toll-free Number Fax

Section C - Purchase Order Setup:

Please check your preferred method of receiving purchase orders (*required, select one only*)

E-mail Fax

E-mail (for PO Distribution if preferred)

Fax (for PO distribution if preferred - include country and area codes)

Section D - Historically Underutilized Business (HUB)/Federal Business Special Classifications:

Federal business classifications:

- Certified by SBA as a small disadvantaged business Minority owned small business (other than woman)
- Certified by SBA as a HUBZone small business Veteran owned small business
- Woman owned small business Large business or not-for-profit

Texas HUB Classification:

Texas certified HUB

HUB Number

Under 15 U.S.C. (d), any person who misrepresents its size status shall (1) be punished by fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Section E - W-9 Request for Taxpayer Identification Number and Certification (*required if U.S. Citizen or U.S. Person*):

Taxpayer Identification number

or

Social security number

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 notified me that I am no longer subject to backup withholding, and
(3) I am a U.S. citizen or other U.S. person.

Signature of U.S. person (*required*)

Date

Printed name

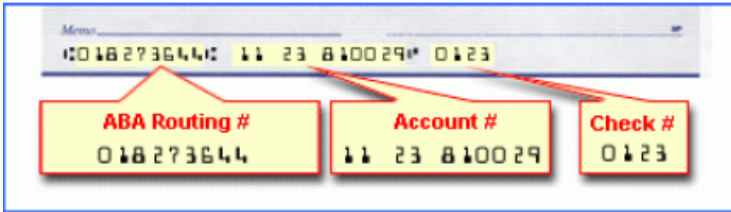
Section F - International Payment Verification (*Required*)

Will these payments be forwarded to a financial institution outside the United States?

Yes

No

Section G - Payment Account Information (for US financial institutions only) *Completion by financial institution is recommended*



Financial institution name

Routing number (nine digit code) Account Type Checking Savings

Account number

The University pays vendors from multiple funding sources. The primary funding sources are from University funds and from state of Texas funds. The state of Texas funds are paid directly from the Texas Comptroller of Public Accounts. This form is designed to authorize payments from both the state of Texas and Texas Tech University System.

Section H - Authorization for Direct Deposit and Advance Payment Notification Setup for the Texas Comptroller of Public Accounts (Required for direct deposit)

I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.

I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution).

Authorized Signature (Required)

Printed name Date

E-mail (required for direct deposit)

By providing an e-mail address, I authorize notifications of payment(s) posting to my account.

For University use only: Form was submitted to Texas Comptroller? Yes No

Section I - Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required for direct deposit)

I hereby authorize Texas Tech University to deposit by electronic transfer, payments owed to me and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Texas Tech University shall deposit the payments in the financial institution and account designated above. I recognize if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and Texas Tech University's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

Authorized Signature (Required)

Printed name Date

E-mail (required for direct deposit)

By providing an e-mail address, I authorize notifications of payment(s) posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.

Instructions for preparing the Vendor Setup Form for New Vendors

Section A - Vendor Type Information:

Type of Purchase: Vendor shall identify if they provide tangible goods, services, or a combination of both.

Type of Vendor: Vendor shall identify, which one of the following vendor classifications, they qualify as: corporation (provide the corporate charter number), medical/legal, state agency, federal agency, non-profit (501 C), PLS, individual/sole proprietorship, partnership, LLC taxed as a sole proprietor, or LLC taxed as a partnership. If the company is an individual/sole proprietor or partnership, provide the name of the owner if sole proprietor/individual or the partner's name in the case of a partnership and the social security number of the owner if sole proprietor/individual or the partner's social security number in the case of a partnership.

Foreign Vendor Confirmation: Vendor shall confirm if they are a foreign vendor and the home country if applicable. (Note: Additional tax documents may be required if vendor has a foreign status. E-mail: vendor.services@ttu.edu for questions.)

Section B - Vendor General Information: Provide the vendor's basic information so that it may be entered in to the vendor system. Please note that the Vendor name and Tax ID are required information items. ***Remit To:*** provide an alternate address for remittance of payments if direct deposit is not utilized.

Section C - Purchase Order Setup: Identify if the vendor prefers to receive purchase orders by fax or by e-mail. The University may set up distribution either way, but not both. As a reminder, the University requires a purchase order or a credit card for any purchase made by a University employee.

Section D - Historically Underutilized Business (HUB)/Federal Business Special Classifications: Identify any special classifications that the vendor holds. Please identify all federal classifications (more than one classification may apply). If the vendor is qualified as a State of Texas Historically Underutilized Business (HUB), please provide the HUB number.

Section E - Substitute W-9 Form: Provide the taxpayer information as required for initial vendor set-up. The form will have to be printed and contain an original signature in this section for set-up to conduct business with the University.

Section F - International Payment Verification: The vendor shall confirm if the funds from deposits received from the University will be forwarded to a financial institution or not. ***If you receive state payments by direct deposit which are forwarded from a United States financial institution to a financial institution outside the United States, please contact Texas Tech University at (806) 742-3844 and e-mail: vendor.services@ttu.edu.***

Section G - Payment Account Information: Completion by financial institution is recommended. ***Important:*** Your direct deposit account information may be different from the account information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit account information. ***Note:*** A prenote test will be sent to your financial institution for the account information entered into the system. The prenote test is for a period of six banking days, and it is sent to your financial institution to verify your account information. If no further action is required by your financial institution, your direct deposit instructions will become effective when the six banking day prenote time frame has expired.

Note: The University receives funding from various sources. Each type of funding (University, State of Texas, Federal, Grant) will be handled differently. For vendors receiving State appropriated funds, those funds will be by paid directly from the Texas Comptroller of Public Accounts. If the vendor elects to receive paper checks, the vendor will receive a separate check from the Comptroller for any portion paid on appropriated funds and a separate check for any portion paid on any other type of funding (University, Federal, Grant). If the vendor elects to receive direct deposits and advance payment notifications, those payments and notifications will come from different sources. Therefore, it will be required that the vendor authorize direct deposits and payment notifications for both the Texas Comptroller of Public Accounts and Texas Tech University.

Section H - Authorization for Direct Deposit and Advance Payment Notification Setup for the Texas Comptroller of Public Accounts (Required for direct deposit): Provide the contact name, date, and e-mail to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and e-mails are sent one business day prior to the deposit.

Section I - Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required for direct deposit): Provide the contact name, date, and e-mail to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and e-mails are sent one business day prior to the deposit.

Once this form is completed, and signed, please fax to 806/742-3820 or e-mail to vendor.services@ttu.edu.