



VENDOR DATABASE (SUBSTITUTE W9) ADDITION FORM

The University of Kentucky requires a Federal Tax Identification Number or Social Security number for all vendors doing business with the University in order to comply with Federal Regulations and tax reporting requirements.

Are you a UK employee? Yes [ ] No [ ] Are you an Eastern State Hospital (ESH) employee?\* Yes [ ] No [ ]

\* ESH employees: complete name, address & SS # below.

ALL individuals MUST check one of the boxes above to be added to our system.

If you are a UK employee, please only complete the small "yellow" box below and sign the form.

Return to the UK Purchasing Office:

FAX: Vendor File @ 859-257-1951

E-mail: jreed@uky.edu

TO BE COMPLETED FOR UK EMPLOYEES ONLY

Printed Name: \_\_\_\_\_ (sign form below)

UK Personnel #/Pers-Assgn: \_\_\_\_\_

How to find UK Personnel #: http://www.uky.edu/Purchasing/docs/grc\_perner.pdf

\* required fields

COMPANY NAME AND ADDRESS:

Table with 2 columns and 5 rows for company information: Name of Firm, Address, City, State, Zip, Phone Number, Fax Number, Federal Tax ID Number, DUNS Number, Social Security Number.

- Federal Tax ID Number (box 1) – This field must be completed if "Name of Firm" is a company name.
• DUNS (Dun & Bradstreet) Number (box 2) – This field must be completed if you have a DUNS #. Provide 9-digit zip code of Company/Corporate Headquarters if DUNS number not available. This is required.
• Social Security Number (box 3) – This field must be completed if "Name of Firm" is an individual's name.

REMITTANCE ADDRESS: (if different from above)

Table with 2 columns and 4 rows for remittance address: Make Checks Payable To, Payment Address, City, State, Zip, Name on Invoice, Phone Number, Fax Number, Payment Terms.

Business Classification (check all that apply) \*

E-mail: \_\_\_\_\_

Grid of business classification checkboxes: (S) Small Business, (W) Woman Owned Business, (N) Minority Owned Business, (M) Medical Services Provider, (A) Attorney.

Check the appropriate box for Federal Tax Classification; check only one box.

Grid of federal tax classification checkboxes: Partnership, C Corporation, S Corporation, Individual/Sole Proprietor or Single-Member LLC, Limited Liability Company.

Signature \_\_\_\_\_

Date \_\_\_\_\_

