



## Vendor Set-Up Form

To conform to IRS regulations regarding Form 1099 reporting, we must have a U.S. tax identification number or social security number for ALL VENDORS and INDIVIDUALS receiving payments from Elon University. To collect more detailed information from our vendors, we request that all vendors fill out this Vendor Set-Up Form. We ask that you do not submit an IRS W-9 in lieu of this Vendor form. The University is required to protect the privacy of all confidential Information. Failure to provide a U.S. Taxpayer Identification Number will result in a 24% 1099-Misc Back-up Withholding. In order to comply, we ask that you provide the following information:

- |                                                                                         |                                                                       |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> <b>U.S. CITIZEN (U.S. Citizen defined on the reverse side)</b> | <input type="checkbox"/> <b>NON-RESIDENT OR FOREIGN ENTITY</b>        |
| <input type="checkbox"/> <b>U.S. Resident Alien</b>                                     | (STOP! You must complete an appropriate W-8 form and send it to Elon) |

NAME (as shown on your income tax return):

Business Name, if different from above. (Doing Business As):

Address:

City: State: Zip:

Email:

Contact Phone Number:

### TAX IDENTIFICATION NUMBER

Enter your TIN in the box provided. For individuals, this is your Social Security number (SSN). **However, for a resident alien see page 2 of the IRS form W-9.** For other entities, it is your employer identification number Taxpayer Identification Number (EIN). If you do not have a number, see "How to get a TIN" on page 2 of the IRS form W-9. IRS form W-9: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Social Security Number

or  
Employer Identification Number

**FEDERAL TAX CLASSIFICATION** Check the appropriate box below for the federal tax classification of the person whose name is shown on your income tax return. Check only one of the following boxes (additional instructions on the reverse side)

- ☐ C Corporation ☐ S Corporation ☐ Trust/Estate ☐ Not for Profit ☐ Partnership  
☐ Government Entity ☐ Individual/Sole Proprietor or single-member LLC  
☐ Limited Liability Company **If LLC, choose tax classification (required):** ☐ C Corp ☐ S Corp ☐ 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 from the owner 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.

☐ If you checked "Partnership" or "Trust/estate" or checked "LLC" and entered checked Partnership as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have foreign partners, owners, or beneficiaries. See instructions.

EXEMPTIONS (codes apply to certain entities, not individuals)

See reverse side.

Exempt payee code (if any) \_\_\_\_\_

Exemptions from FACTA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

### CHECK THE FOLLOWING THAT APPLY

- |                          |                                            |                                                       |                                         |                                                    |
|--------------------------|--------------------------------------------|-------------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| Type of Business:        | <input type="checkbox"/> Small Business    | <input type="checkbox"/> Nonprofit Organization       | <input type="checkbox"/> Minority Owned | <input type="checkbox"/> Women Owned               |
| Choose as many as apply: | <input type="checkbox"/> Government Entity | <input type="checkbox"/> Educational Institution      | <input type="checkbox"/> LGBT Owned     | <input type="checkbox"/> Professional Organization |
|                          | <input type="checkbox"/> Veteran Owned     | <input type="checkbox"/> Other – please explain _____ |                                         |                                                    |

Does your company have documented Diversity, Equity & Inclusion (DEI) policies? ☐ Yes ☐ No

Dun & Bradstreet No:

### Under penalties of perjury, I certify that:

- 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
- 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
- I am a US citizen or other US person (see reverse side for clarification)
- The FATCA code

**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.

SIGNATURE OF INDIVIDUAL OR COMPANY OFFICIAL AND TITLE

(Signature must be in pen or digitally signed with authentication)

DATE

### **Definition of U.S. Citizen**

For federal tax purposes, you are considered a U.S. person if you are:

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

### **U.S. Federal Tax Classification**

IF the entity/person is a(n)...

THEN check the box for...

* Corporation	Corporation
* Individual * Sole proprietorship, or * Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax reporting purposes.	Individual/sole proprietor or single member LLC
* LLC treated as a partnership for U.S. federal tax purposes * LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or * LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes	Limited liability company and enter the appropriate tax classification. (P=Partnership; C= C Corporation; or S=S Corporation)
* Partnership	Partnership
* Trust/Estate	Trust/Estate

### **Payees Exempt From Backup Withholding**

Even if the payee does not provide a TIN in the manner required, you are generally not required to backup withhold on any payments you make if the payee is:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, agencies, or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. A corporation;
6. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;
7. A futures commission merchant registered with the Commodity Futures Trading Commission;
8. A real estate investment trust;
9. An entity registered at all times during the tax year under the Investment Company Act of 1940;
10. A common trust fund operated by a bank under section 584(a);
11. A financial institution;
12. A middleman known in the investment community as a nominee or custodian; or
13. A trust exempt from tax under section 664 or described in section 4947.

### **FATCA Exempt Payee Code**

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from reporting under FATCA. **These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank.** Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

If you have any questions regarding this form or if you need to submit a W-8, please email: [purchasing@elon.edu](mailto:purchasing@elon.edu)

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