



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):
4. Exemptions (Codes only apply to certain entities, not individuals; see instructions)
5. Address (number, street, and apt. or suite no.)
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?
9. Please check all that apply to your business:
Are you certified?

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 How to get a TIN 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

Part II Contact and Remittance Information

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

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

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.

Vendor agrees to abide by FAU regulations, including the Anti-Discrimination and Anti-Harassment Regulation 5.010. A copy of the regulation is available at FAU's Equity, Inclusion, and Compliance office by calling 561-297-3004 or on the FAU website at: http://www.fau.edu/regulations/chapter5/index.php