Stetson University, Inc.

421 N. Woodland Blvd. Unit # 8318
DeLand, FL 32723

Accounts Payable Registration Form

Complete this form and mail/fax to Accounts Payable (386)-822-8855.
If you have any questions with vendor information, call (386) 822-7024

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other _____

COMPANY NAME Phone # Fax #

REMIT TO Address City State Zip code Email Address

Contact Name & Title

PURCHASE ORDER Address (if different) City State Zip code Email Address

Contact Name & Title

Payment/Discount terms_____ (net 30, 2/10, etc.)

Check the box that best describes your residency status:

☐Domestic (U.S) Sole Proprietorship ☐ Domestic Partnership ☐Domestic Corporation ☐ Domestic other

*☐Foreign (Non-U.S.)-Sole Proprietorship *☐Foreign (Non-U.S.)- Partnership *☐Foreign (Non U.S.)- Corporation
*☐Foreign (Non-U.S.)- Other_____(explain)

* Note: If you marked one these boxes, you will be subject to backup withholding of 30% unless a specific treaty exemption with your country of residence and the U.S. exists. You must contact Stacey Matthews in the Finance office at (386)-822-7295 to complete the appropriate paperwork to claim a treaty exemption.

U.S. Taxpayer Identification Number (TIN)_____ If applied for, date applied_____

(This number is also known as Federal Employer Identification Number [FEIN])

SIGNATURE – AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that the above information is correct and 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.

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 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 secure property, cancellation of debt, contribution to an individual retirement (IRA), and generally, payments other than interest and dividends, you are not requited to sign the certification, but you must provide your correct TIN.

Signature of Payee Date