

Stetson University, Inc.

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

Accounts Payable Registration Form – INDIVIDUALS ONLY

Complete this form and mail/fax to Accounts Payable (386)-822-7034.
If you have any questions with vendor information, call (386) 822-7024

Employee Student Visiting Faculty/Speaker Consultant Other _____

Last Name	First Name	Phone #	Fax #
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Mailing Address	City	State	Zip Code	Email Address
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Country of citizenship _____

Additional information applicable to payment _____

SUPPLEMENTAL INFORMATION – ALL INDIVIDUALS OR PAYEES

U.S. Social Security number (SSN) OR Taxpayer Identification Number (TIN): _____

If none, but applied for, date applied _____

Please check the box that best describes your **residency status**:

Citizen - (individual) of the United States Resident Alien - (individual) of the United States

Non-resident alien - (individual)*

* Note: If you marked this box, 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 Albert Aguirre, Controller, 386-822-7061, Campus Unit 8318, to complete the appropriate paperwork to claim a treaty exemption.

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 required to sign the certification, but you must provide your correct TIN.

Signature of Payee

Date

PLEASE EMAIL COMPLETED FORM TO
accountpayable@stetson.edu and purchasingdeland@stetson.edu