



# VENDOR / INDIVIDUAL INFORMATION FORM

To Be Completed by Vendor / Individual **ONLY**

**Return Completed Form and the IRS W-9 or applicable W-8 to the FSU Purchasing Department**

1200 Murchison Road, Fayetteville, NC 28301 | Fax: (910) 302-6007

NEW VENDOR      NEW INDIVIDUAL      UPDATE EXISTING (BANNER ID #: \_\_\_\_\_)

## VENDOR / INDIVIDUAL INFORMATION

<b>1 NAME</b> (as registered with the IRS)		
<b>BUSINESS NAME / DBA</b> (if different than above)		<b>COUNTRY</b> (if not US)
<b>ORDER ADDRESS</b> (number, street, and apt or suite no.)		<b>REMITTANCE ADDRESS</b> (number, street, and apt or suite no.)
<b>CITY, STATE, and POSTAL CODE</b>		<b>CITY, STATE, and POSTAL CODE</b>
<b>CONTACT NAME</b>		<b>CONTACT NAME</b>
<b>FAX NUMBER</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>PREFERRED METHOD TO RECEIVE PURCHASE ORDERS</b>		<b>FAX</b> <b>EMAIL</b>
<b>FEDERAL TAX CLASSIFICATION</b> (select only one)		
INDIVIDUAL/SOLE PROPRIETER      C CORPORATION      S CORPORATION      PARTNERSHIP      TRUST/ESTATE		
LLC - Tax Classification (C = C Corporation, S = S Corporation, P = Partnership): _____		OTHER: _____
<b>TAXPAYER IDENTIFICATION NUMBER</b> (Must match the name given as shown on your tax return.)		
SOCIAL SECURITY NUMBER	<b>OR</b>	EMPLOYER IDENTIFICATION NUMBER

## FAYETTEVILLE STATE UNIVERSITY EMPLOYEE INFORMATION

<b>2 FSU CONTACT NAME</b>	<b>FSU CONTACT PHONE</b>	<b>FSU CONTACT EMAIL</b>
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## BUSINESS TYPE / CLASSIFICATION \*Requires FORM W-9 | \*\* Requires FORM W-8

<b>3 BUSINESS SIZE</b> LARGE SMALL	<b>INDIVIDUAL STATUS</b> US CITIZEN*      PERMANENT RESIDENT NON-RESIDENT ALIEN**	<b>CORPORATE STATUS</b> NON OR NOT FOR PROFIT*      GOVERNMENT* NC STATE AGENCY*      FOREIGN COMPANY**
	<b>BUSINESS CLASSIFICATION</b> SMALL BUSINESS      WOMEN-OWNED      DISABLED-OWNED      DISABLED BUSINESS ENTERPRISE SOCIAL & ECON. DISADVANTAGED      MINORITY-OWNED (B = Black, A = Asian, H = Hispanic, AI = American Indian): _____ OTHER:      NON-PROFIT WORK CENTER FOR BLIND & SEVERELY DISABLED	

## CONFLICT OF INTEREST DISCLOSURE

<b>4 1. IS ANY OFFICER OF YOUR COMPANY OR ANY MEMBER OF HIS/HER IMMEDIATE FAMILY EMPLOYED BY FSU?</b> YES      NO
If yes, list name, relationship and department of FSU where employed: _____
<b>2. IS ANY OFFICER OF YOUR COMPANY OR ANY MEMBER OF HIS/HER IMMEDIATE FAMILY A MEMBER OF THE FSU BOARD OF TRUSTEES OR ANY FSU FOUNDATION BOARD?</b> YES      NO
If yes, list name, relationship, and name of Board: _____

## CERTIFICATIONS

<b>5 Under penalties of perjury, I certify that:</b>	
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 and 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	
<b>SIGNATURE</b>	<b>DATE</b>
<b>PRINTED NAME</b>	<b>TITLE</b>

INTERNAL USE ONLY: E-Procurement Vendor? Yes \_\_\_ No \_\_\_

Banner ID #: \_\_\_\_\_

Date Created: \_\_\_\_\_

## **HUB Definitions** (Please do not submit this page with the completed form)

**Minority Owned**-A business in which at least fifty one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

- **Black**- A person having origins in any of the black racial groups in Africa
- **Hispanic**- A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race
- **Asian American**- person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands
- **American Indian**- A person having origins in any of the original Indian peoples of North America
- **Women-Owned**- A business in which at least fifty one percent (51%) is owned by one or more females or in the case of a corporation, in which at least fifty one percent (51%) of the stock is owned by one or more females and a member of one of the minority groups (Black, Hispanic, Asian American, or American Indian) as described in G.S. 143-128(2) a-d.
- **Disabled-Owned**- A person with a disability means any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment or is regarded as having such an impairment as defined in G.S. 168-1 or G.S. 168A-3.
- **Disabled Business Enterprise**- A nonprofit entity whose main purpose is to provide ongoing habilitation, rehabilitation, independent living, and competitive employment for persons who are handicapped through supported employment sites or business operated to provide training and employment and competitive wages.
- **Non-Profit Work Center for Blind & Severely Disabled**- An agency organized under the laws of the United States or this State, operated in the interest of blind and the severely disabled, the net income of which agency does not inure in whole or in part to the benefit of any shareholder or other individual; In compliance with any applicable health and safety standard prescribed by the United States Secretary of Labor; and in the production of all commodities or provision of services, employs during the current fiscal year severely handicapped individuals for a minimum of seventy- five percent (75%) of the hours of direct labor required for the production of commodities or provision of services or in accordance with the percentage of direct labor required under the terms and conditions of Public Law 92 28 (41 U.S.C. § 46, et seq.) for the production of commodities or provision of services, whichever is less.
- **Socially & Economically Disadvantaged**- Means any small business concern which meets the requirements of which is at least 51 per centum unconditionally owned by one or more socially and economically disadvantaged individuals, an economically disadvantaged Indian tribe (or a wholly owned business entity of such tribe), or an economically disadvantaged Native Hawaiian organization, or in the case of any publicly owned business, at least 51 percent of the stock of which is unconditionally owned by one or more socially and economically disadvantaged individuals, an economically disadvantaged Indian tribe (or a wholly owned business entity of such tribe), or an economically disadvantaged Native Hawaiian organization as defined in 15 U.S.C. 637.
- **Small Business**- A “small business” means a business concern in which the gross annual sales is less than \$1 million and which employs fewer than 20 full-time employees.