

TAXPAYER IDENTIFICATION NUMBER REQUEST

Eastern Kentucky University requires a Federal Tax Identification number or Social Security number for all vendors or persons doing business with the University in order to comply with Federal Regulations and tax reporting requirements. Please take a few minutes to fill out this information and return to us to ensure prompt payment of your invoices. Thank you for the valuable service you have provided Eastern Kentucky University, and we look forward to a long and lasting relationship.

For your convenience, you may return the information one of the following ways:

FAX: Vendor File @ 859-622-8069

Mail: Accounts Payable
 Eastern Kentucky University
 521 Lancaster Avenue
 212 Jones Bldg, CPO 3A
 Richmond, Kentucky 40475

If you have questions, don't hesitate to fax or write us. Thank you for your cooperation.

Please type or print legibly

VENDOR NAME AND ADDRESS

Name of Firm * (Company or Individual)	Phone Number *	Make Checks Payable To *
Address *	Fax Number *	Payment Address *
Address	Web Site Address or E-mail	Payment Address
Address	Vendor Representative	Name on Invoice *
City * State * Zip*	Federal Tax ID Number **	Social Security Number **

* required fields

**Federal Tax ID Number- This field *must* be completed if "Name of Firm" is a company name.

Social Security Number- This field *must* be completed if "Name of Firm" is an individual's name.

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. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholdings 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 Taxpayer Identification Number.

Signature of U.S. person _____

Date _____

Type of Ownership (Circle Appropriate Box(s)) *

Individual/Sole Proprietorship	Partnership	Corporation-Incorporated in _____ (State)	Non-profit/ Education	Non-Resident Alien	Other:	Exempt from backup withholding
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Business Classification (Circle Appropriate Box(s)) *

(SM) Small Business	(LG) Large Business	(CT) In County	(MN) Minority Owned	(WO) Women Owned
(GA) Government Agency	(NP) Non-Profit	(AL) Alumni Owned	Other (Specify)	

Printed Name of Authorizing Official: _____

Authorized Signature: _____

Date: _____