

Vendor Maintenance Request Form instructions.

The red boxes are required fields; however, Sections C & D must also be completed even though they are not red boxes.



The rising STAR of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Texas State Vendor Maintenance Request / Substitute W-9

Vendor must complete the form and email to vendorrequests@txstate.edu. Phone 512-245-2521.

Section A - General Vendor Information:

Type of Vendor New Update

Limited liability company. Enter the tax classification: C Corporation S Corporation Partnership

Other (see IRS W-9 instructions)

State of Texas Agency, number

Foreign Vendors Only: Non-Resident Alien Home Country ITIN

Please attach the appropriate IRS Form W-8 (see publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities at www.irs.gov)

Identify the goods or services your organization will provide to the University:

Section B - Vendor Detail:

Vendor Name (legal name)

Business Name (if different)

Mailing Address

City State Country Zip

Vendor phone email

Remit To Address: Same as mailing Other:

Remit To Address

City State Country Zip

Vendor phone email

Section C - Payment Account Information (for US banks only):

All payments will be made by ACH or Credit Card.

Bank Name

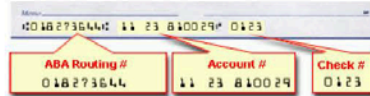
ACH Routing Number

Bank Account Number

Checking Savings

To Receive Payment Notifications - email

Will these payments be forwarded to a financial institution outside the United States (required)? Yes No



I authorize Texas State University to deposit my payments to my financial institution electronically. I understand that Texas State University will reverse any payments made to my account in error. I further understand that Texas State University will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

Section D - Substitute W-9 (Required by US persons only):

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 issued to me and (2) I am not subject to backup withholding due to failure to report interest and dividend income and (3) I am a U.S. person.

Taxpayer Identification Number: Social Security Number

or Federal Employer Identification number

The Internal Revenue Service does not require your consent to any provision of this document other than the Certification required to avoid backup withholding.

Signature: **Boko Bobcat** Digitally signed by Boko Bobcat Date: 2016.12.12 14:37:03 -06'00' (Electronic signatures are accepted)

Have you been contacted by Texas State University to provide goods/services? Yes No

Contact Department

Contact Name

Contact Phone

Contact Email

Have you previously provided goods or services to Texas State University with this name? Yes No

Have you previously provided goods or services to Texas State University under a different name? If so, please provide that name. Yes No