

Hampton University

Purchasing Department
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VENDOR REGISTRATION FORM

For HU use only

Vendor Number: _____

Date: _____

Order From Address (This is the name and address that will appear on purchase orders and checks)

Company Name:	_____
Street/PO Box:	_____
City, State, Zip+4	_____
Contact Person and Title:	_____
Phone:	_____
Fax:	_____

Remittance Address (if different than Order From Address)

Company Name:	_____
Street/PO Box:	_____
City, State, Zip+4	_____
Contact Person and Title:	_____
Phone:	_____
Fax:	_____

Classification Information

Class Type (please check one category if applicable)

Minority-Owned Business (MBE)

Woman-Owned Business (WBE)

MINORITY WOMAN-OWNED BUSINESS (MWBE)

Tax Information - REQUIRED

(Please note, a vendor's registration will not be considered by Hampton University without the following information)

Tax Reporting Name (Legal Name): _____

Taxpayer Identification Number (TIN):

Federal Tax ID #: _____ or Social Security #: _____

Note: The Federal Tax ID # or Social Security # provided must be the correct number for the Tax Reporting Name (Legal Name)

Organization Type (Check one):

Corporation and S-Corp Individual Partnership Other

Hampton University is required by the IRS to report certain payments on Form 1099-MISC. Failure to provide your Taxpayer Identification Number (TIN) may give rise to a penalty from the IRS (Code Sec. 6723). If a payee account is shown to have a missing or incorrect TIN, the IRS requires backup withholding at 31%. Consequently, Hampton University requires a Vendor Registration Form to be on file for all vendors.

I hereby acknowledge and confirm the listed business has a valid business license and has not been debarred or suspended from doing business.

Authorized Printed Name: _____

Authorized Signature: _____

Date: _____