



Kennesaw State University  
Research and Service Foundation, Inc.

Must Fax for Acceptance to: (470) 578-9187		<b>Vendor Registration Form</b>			Do Not Send This Form to IRS	
<p align="center"><b>Foreign persons who are non-residents for US Tax purposes do not complete this form. Instead, complete the IRS Form W-8 BEN available at: <a href="http://www.irs.gov/pub/irs-pdf/fw8ben.pdf">http://www.irs.gov/pub/irs-pdf/fw8ben.pdf</a></b></p>						
I am a(n):			Supplier	Employee	Student	
Is this For New Vendor, Annual Update or Change Of Existing Information?			New	Annual Update	Change of Existing	Reason for change:
<b>DISCLOSURE:</b>		Is this individual / entity related to anyone employed by Kennesaw State University?				
		<p align="center">YES      NO</p> <p>If so, please provide an explanation:</p>				
Legal Name (Name Used On Tax Filing):						
DBA (Doing Business As if applicable) Name:						
Taxpayer Identification Number (TIN):					Employer ID Number (EIN) or Social Security Number (SSN)	
<b>Mailing Address</b>						
Address (Street No./Name)						
City:		State:		Zip:		
Telephone:		Fax:		Email:		
Contact Name:						
<b>Entity Type</b>						
<b>Individual</b>  <b>For-Profit Corporation</b>  <b>Tax-Exempt Corporation</b>		<b>Other Tax-Exempt Entity</b>  <b>Governmental Entity</b> <i>(Federal, State, Local or other U.S. Governmental unit or agency)</i>  <b>Non-U.S. Governmental Unit or Agency</b>			<b>Exemptions (see instructions)</b>  <b>Exempt payee code (if any)</b>  <b>Exemption from FATCA reporting code (if any)</b>	
<b>Certification</b>						
<p>Under penalties of perjury, I certify that:</p> <p>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me),</p> <p>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 I am no longer subject to backup withholding,</p> <p>I am a U.S. person (including resident alien).</p> <p>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p> <p>Certification instructions: You must un-check the second check box above and cross out the certification to its right if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.</p> <p><b>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</b></p>						
Signature of U.S. Individual:					Date:	

# Vendor Registration Form

**Do Not Send to IRS**

## General Instructions

### Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code*.

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 --An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 --The United States or any of its agencies or instrumentalities
- 3 --A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4 --A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 --A corporation
- 6 --A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 --A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 --A real estate investment trust
- 9 --An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 --A common trust fund operated by a bank under section 584(a)
- 11 --A financial institution
- 12 --A middleman known in the investment community as a nominee or custodian
- 13 --A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A --An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B --The United States or any of its agencies or instrumentalities

C --A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D --A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E --A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F --A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G --A real estate investment trust

H --A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I --A common trust fund as defined in section 584(a)

J --A bank as defined in section 581

K --A broker

L --A trust exempt from tax under section 664 or described in section 4947(a)(1)

M --A tax exempt trust under a section 403(b) plan or section 457(g) plan