

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 all that apply)

<input type="radio"/> Minority-Owned Business (MBE)	<input type="radio"/> Veteran-Owned Business
<input type="radio"/> Woman-Owned Business (WBE)	<input type="radio"/> Service-Disabled Veteran
<input type="radio"/> Minority Woman-Owned Business (MWBE)	<input type="radio"/> HUBZone Business
<input type="radio"/> Small Disadvantaged Business (SDE)	<input type="radio"/> Small (certified) Business

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.

Authorized Printed Name: _____

Authorized Signature: _____

Date: _____