

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.

Authorized Printed Name: _____

Authorized Signature: _____

Date: _____