LOYOLA
COLLEGE IN MARYLAND

VENDOR INFORMATION FORM

Return completed form by fax to Loyola College Disbursements
Fax (410) 617-5741
Attn: _____

DATE

VENDOR/PAYEE NAME (as registered with Internal Revenue Service)

ACCOUNTS RECEIVABLE CONTACT INFORMATION

Contact Name:	Phone: __ __ __ - __ __ __ - __ __ __ __
Email:	Fax: __ __ __ - __ __ __ - __ __ __ __

PAYMENT TERMS INFORMATION

Cash Discount Terms

Discount of: _____ if payment received within: _____ days
No Discount, NET due in: _____ days

Other Payment Information

Credit Cards accepted:	☐ Yes	☐ No
Purchase Orders Required:	☐ Yes	☐ No
Are you a current employee of Loyola College?	☐ Yes	☐ No
Are you related to an employee of Loyola College?	☐ Yes	☐ No

THIS SECTION COMPLETED BY LOYOLA COLLEGE

Approved by: _____ Vendor Number: _____

IRS Tin Matching Completed by: _____(attach confirmation page)

Form **W-9**
(Rev. October 2004)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as reported on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
| | | – | | – | | | | |

or

Employer identification number
| | | – | | | | | | |

Part II Certification

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 to be issued to me), and
2. 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 that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above 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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here **Signature of U.S. person ▶** **Date ▶**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

FOREIGN NATIONAL INFORMATION

Complete this section if you are considered a non-resident alien for tax purposes, or if your business is not permanently based in the United States

PASSPORT/VISA INFORMATION

1. Visa Type: check one

- ☐ B-1
- ☐ B-2
- ☐ H-1B
- ☐ TN
- ☐ O-1
- ☐ WB (Visa Waiver for Business)
- ☐ WB (Visa Waiver for Tourism)
- ☐ Canadian Walk-over (No Visa)
- ☐ J-1 Research Scholar
- ☐ J-1 Short Term Scholar
- ☐ J-1 Professor
- ☐ J-1 Student
- ☐ F-1 Student
- ☐ Other, specify: _____

2. Primary purpose /activity of visit: check one

- ☐ Studying in a degree program
- ☐ Studying in a non-degree program
- ☐ Lecturing Professor
- ☐ Consulting
- ☐ Teaching
- ☐ Clinical Activity
- ☐ Performing Research
- ☐ Acquiring Training
- ☐ Temporary Employment
- ☐ Other, specify: _____

3. Country Issuing Passport _____ **4. Passport Number** _____

5. Country of Citizenship _____ **6. Visa Number** _____

VISA IMMIGRATION ACTIVITY (Substantial Presence Test)

1. What is the actual date you entered the U.S.? _____
month/day/year

2. What is the start date and end date of your primary purpose/activity documented on your current I-20, I-797 or IAP66?

Start Date: _____ End Date: _____
month/day/year *month/day/year*

Visa Immigration History: Enter your visits to the U.S. for the last 6 calendar years (B-1/WT or B-2/WT Visa Holder does NOT need to complete this section).

Date of Entry	Date of Exit	Visa Type	Primary Purpose/Activity	Did you take treaty benefits?

TAX TREATY EXEMPTION INFORMATION-

Payments to non-resident aliens for services performed or benefits received within the U.S. may be subject to a maximum withholding rate of 30%. If you are a non-resident alien and feel you may qualify for a tax treaty exemption, additional forms must be submitted with this completed Foreign National Information form.