



RETURN TO:

**KENTUCKY STATE UNIVERSITY  
PURCHASING DEPARTMENT  
400 EAST MAIN STREET  
FRANKFORT, KY 40601**

**VENDOR REGISTRATION FORM**

Kentucky State University requires a federal tax identification number or social security number for all vendors doing business with the University in order to comply with federal regulations and tax reporting requirements.

Please return vendor registration form to \_\_\_\_\_ equeste \_\_\_\_\_ .

Please type or print neatly as illegible forms will not be accepted.

**VENDOR NAME AND ADDRESS**

\* REQUIRED FIELDS

Name * (company or individual)		Phone Number * (include area code)
Address Line 1 *		Fax Number * (include area code)
Address Line 2		Federal Tax ID Number * (if company)
City *	State * Zip *	Social Security Number * (if individual)
Representative Name (if applicable)	E-Mail Address (for electronic purchase orders)	Representative Phone (include area code)

**REMITTANCE ADDRESS (if different from above)**

Checks Payable to *	Phone Number * (include area code)
Payment Address Line 1 *	Fax Number * (include area code)
Payment Address Line 2	City * State * Zip *

**BANKING INFORMATION (ACH deposits only)**

Name of Bank *		Routing Number * (9 digits)
City * State *	Account Type * Checking Savings	Account Number *
Vendor Contact Person (for direct deposit questions)	Vendor Contact Phone Number	Vendor E-Mail Address (for direct deposit notification)

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

## COMMODITY / SERVICE LISTING

Please check all that apply. \*

\* At least one commodity/service must be checked in order for your application to be considered.

1000	Accounting / Auditing Services	1235	Equipment Maintenance, Repair & Serv
1005	Advertising	1240	Fabric & Embroidery
1010	Agriculture Equipment	1245	Fitness Equipment
1015	Agriculture Supplies & Accessories	1250	Fitness Supplies & Accessories
1020	Amusement Facilities	1255	Flags & Accessories
1025	Animal Supplies, Accessories & Services	1260	Floor Covering Supplies & Accessories
1030	Animals – Agriculture	1265	Floor Covering Installation & Services
1035	Animals – Laboratory	1270	Flowers
1040	Architectural & Engineering Services	1275	Food, Concession, Catering & Vending
1045	Art & Theatre Equipment	1280	Food Service Equipment
1050	Art Supplies & Accessories	1285	Food Service Maint/Repair/Services
1055	Athletic Equipment	1290	Food Service Supplies & Accessories
1060	Athletic Supplies & Accessories	1295	Fuel – Coal, Propane, Gas & Diesel
1065	Audio/Video Equipment	1300	Furniture
1070	Audio/Video Supplies & Accessories	1305	Gases – Medical/Research/Scientific
1075	Awards	1310	Grease & Lubricants
1080	Background Checks	1315	Hazardous Materials & Services
1085	Banking Services	1320	HVAC Equipment
1090	Blinds & Draperies	1325	HVAC Maint/Repair/Services
1095	Book Binding	1330	HVAC Supplies & Accessories
1100	Books	1335	Insurance Services
1105	Building Maintenance, Repair & Services	1340	Janitorial Equipment
1110	Building Materials & Supplies	1345	Janitorial Equipment Maint/Repair/Serv
1115	Capital Construction Services	1350	Janitorial Supplies & Accessories
1120	Chemicals – Agric/Research/Scientific	1355	Janitorial Services
1125	Clothing – Rental & Purchase	1360	Laboratory Equipment
1130	Communication Equipment	1365	Laboratory Supplies & Accessories
1135	Communication Supplies & Accessories	1370	Laboratory Services
1140	Communication Services	1375	Landscaping & Grounds Equipment
1145	Computer Equipment	1380	Landscaping & Grounds Maint/Rep/Serv
1150	Computer Supplies & Accessories	1385	Landscaping & Grounds Supplies
1155	Computer Hardware Maint/Repair/Serv	1390	Laundry & Dry Cleaning Services
1160	Computer Programming/Software Serv	1395	Laundry Equipment
1165	Computer Software	1400	Laundry Maint/Repair/Services
1170	Copier Equipment	1405	Laundry Supplies & Accessories
1175	Copier Supplies & Accessories	1410	Lease & Rental of Bldg/Floor/Space
1180	Copyright Materials	1415	Lease & Rental of Computer Equipment
1185	Delivery Services	1420	Legal Services
1190	Dental Equipment & Supplies	1425	Lodging
1195	Dental Services	1430	Mail Equipment
1200	Drafting & Engineering Supp & Access	1435	Mail Equipment Maint/Repair/Services
1205	Drafting Equipment	1440	Mail Supplies & Accessories
1210	Duplicating Services	1445	Management Services
1215	Electrical Equipment	1450	Mattresses & Accessories
1220	Electrical Supplies & Accessories	1455	Medical Equipment
1225	Electrical Services	1460	Medical Equipment Maint/Repair/Serv
1230	Entertainment Services	1465	Medical Supplies & Accessories

1470	Membership Dues	1625	Safety Equipment
1475	Moving Services	1630	Safety Supplies & Accessories
1480	Musical Instruments	1635	Scientific Equipment
1485	Musical Instrument Maint/Repair/Serv	1640	Scientific Supplies & Accessories
1490	Musical Supplies & Accessories	1645	Security Equipment
1495	Office Equipment	1650	Security Supplies & Accessories
1500	Office Equipment Maint/Repair/Serv	1655	Security Services
1505	Office Supplies & Accessories	1660	Signage
1510	Painting Services	1665	Signage Supplies & Accessories
1515	Painting Supplies & Accessories	1670	Software Licenses & Agreements
1520	Parking Services	1675	Speaker
1525	Parking Supplies & Accessories	1680	Sprinkler Systems Supplies & Services
1530	Pest Control Services	1685	Subscriptions
1535	Photographic Equipment	1690	Surveying Equipment
1540	Photographic Equipment Maint/Rep/Serv	1695	Surveying Supplies & Accessories
1545	Photographic Supplies & Accessories	1700	Surveying Services
1550	Photographic Services	1705	Temporary Services
1555	Physician Services	1710	Tools
1560	Plumbing Equipment	1715	Training Services
1565	Plumbing Equipment Maint/Repair/Serv	1720	Travel Services
1570	Plumbing Supplies & Accessories	1725	Uniform – Rental & Purchase
1575	Plumbing Services	1730	Utilities
1580	Printing, Typesetting & Reprints	1735	Vehicles
1585	Program Review Services	1740	Vehicle Supplies & Accessories
1590	Project Administration & Services	1745	Vehicle Maintenance & Repair
1595	Promotional Items	1750	Vehicle Towing Services
1600	Recycling & Shredding Services	1755	Veterinary Services
1605	Registration Fees	1760	Waste Management Services
1610	Rental – Equipment & Supplies	1765	Water Treatment Chemicals
1615	Research Equipment	1770	Water Treatment Services & Supplies
1620	Research Supplies & Accessories	1775	Welding Equipment, Supplies & Services
1780	Other		

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
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 the "Name" line 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.

Social security number									

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

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. citizen or other U.S. person (defined below).

**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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### 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.

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. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**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.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.