Business and Finance Division SAINT LOUIS UNIVERSITY

VENDOR MASTER FORM eSeeDPV only

PLEASE TYPE OR PRINT FORM

SLU Contact:

Vendor Information Required for Payment

REMIT TO:

Vendor name	
DBA	
Street/PO Box	
City, State, Zip	
Contact Name	
Telephone	
Fax	
Email Address	

Does this vendor accept American Express? [] Yes [] No Is this company listed as a Certified Minority Vendor? [] Yes [] No

If Yes, please complete the attached Certification of Status Form

PAYMENTS TO NON-SLU PERSONS (place an X on the line to designate type)

VENDOR BANNER ID NUMBER:	
YOUR NAME: PI	HONE: EMAIL:
SLU DEPARTMENT INFORMATION	
Pre-move	Personal Services/Honoraria
Pre-Pay Travel	Expense Reimbursement
Patient Study	Non-Resident of US (Submit W8-BEN Form)
Local Seminar/Conference/Reg Medical/Healthcare Services	IISTRATION FEE
Licenses (Dr., Attorney, Car)	— •
Licenses (Dr., Attorney, Car)	Speaker/Lesture Fee
Honorarium	Services (type):
Expense Reimbursement	☐ Rent
Dues/Subscriptions	☐ Refund
Consulting/Other Services:	Professional Entertainment
Attorney/Legal Fees	Prize or Award

Business and Finance Division

YOUR SLU CONTACT: _____

VENDOR DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Name:		
Address:		
City:	State:	Zip:
Phone:	Fax	x:
Remittance Email:		
A BLANK, VOIDED CHECK MUST BE AT If this is not available, please provide a Number and account name and number	a letter from/on your ba	ank's letterhead stating the bank routing Deposits.
		If any of your bank account numbers or ew Direct Deposit Authorization Agreement.
ACCOUNT FOR DEPOSIT (US BANKS C	NLY)	
Routing Number:	Account Number: _	
Type of Account:Checking;S	avings;Money Mar	arket;Other:
Bank Name:	Branch Loc	cation:
Address:		
City:	State:	Zip:
We hereby authorize Saint Louis Unive	ersity to initiate credit er	entries to the account indicated above.
Signed by:		Date:
Title:		
Saint Louis University Use Only:		
Vendor #:		

ge 2.	2 Business name/disregarded entity name, if different from above			
Print or type Specific Instructions on page	Check appropriate box for federal tax classification; check only one of the following seven boxes: Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC	Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)	
	 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above the tax classification of the single-member owner. Other (see instructions) ▶ 		Exemption from FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)	
P pecific		Requester's name and address (optional)		
See S I	6 City, state, and ZIP code			
	7 List account number(s) here (optional)			
Par	t I Taxpayer Identification Number (TIN)			
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avo		curity number	
reside	p withholding. For individuals, this is generally your social security number (SSN). However, fo int alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other s, it is your employer identification number (EIN). If you do not have a number, see <i>How to get</i>			
	on page 3.			
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.			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
- 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); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

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 3.

Sign Here	Signature of	
	U.S. person ►	

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw*9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

Date 🕨

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- · Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Cooperating Teacher Honorarium Form

Student Teacher

Teacher Educator Name:_____

Teacher Educator's HOME Address

Teacher Educator's Email Address

Please sign within the box below. This signature will be used to create an electronic signature file for the student teacher's final evaluation.

Signature

Please return all forms to Pam Samuels, Executive Assistant.

Email: psamuels@slu.edu Phone: 314-977-3292