

Submission Date

New Vendor Information Form

This form must be completed and submitted to the WVU Foundation Disbursement Services Office in order for a vendor to be added to the WVU Foundation master vendor file. A vendor will need either a tax identification number or WVU Employee Assignment Number to be entered into the master file.

Vendor Name:

Name listed must be the name on file with the IRS

Vendor Address:

Remittance address must be used for businesses and home address must be used for individuals

Address Line 1

Address Line 2

City

State

Zip code

Is Vendor a WVU Employee? Yes No

WVU Employee Assignment No.

If vendor is a WVU Employee the WVU Employee Assignment Number must be provided.

If vendor is not a WVU Employee, please complete this section:

Vendor FEIN/SSN:

Number must match what is on file with the IRS

Number provided is a: FEIN SSN

Type of Entity: Individual Sole Proprietorship Partnership Corporation

Name of Owner (Sole Proprietorship Only)

Requested By:

Department:

Department Address:

Phone Number:

Business Office Representative Approval: Name (Printed)

Signature & Date

FOUNDATION USE ONLY

1099 Vendor? Yes No

Vendor No.

Approval