To Whom It May Concern:

We are in receipt of a request to add you to our vendor file. To process the request, please complete and return to us the Internal Revenue Service (IRS) Form W-9 and UNCW Domestic Vendor Information Form (attached). To expedite payment, complete the UNCW Electronic Payment Authorization Form.

These forms ensure that we are in compliance with IRS 1099 reporting regulations and that your vendor record is current and accurate in the UNC Wilmington purchasing system.

When completing the W-9, please note the items below:

- If you are using your Social Security Number (SSN), your name should be entered on Line 1 exactly as it appears on file with the IRS. (e.g. If you are listed with the IRS as John Q. Public, reflect that instead of J.Q. Public).
- If you have a business name that is filed under your SSN, enter that business name on Line 2.
- If you are using your Federal Employer Identification Number (EIN), enter your complete business name as it appears on file with the IRS on Line 1.
- If your organization has an additional business name, enter that business name on Line 2.
- If your W-9 has two different names (e.g. your Legal Name and your DBA Name), you must indicate which Name will be used to invoice UNCW. This will ensure the correct Name is used as the payee on the payment.
- When completing Line 3 of the W-9 and choosing the Tax Classification of “Limited Liability”, you must also select C Corporation, S Corporation, or Partnership.
- All forms must be signed and dated. If any information changes at any time, you must update the form(s) and resubmit to UNCW.

If you have questions about completing the W-9 form, please contact Kathy Regan at regank@uncw.edu.

Please return the completed forms by secure fax at (910) 962-7006 or by email to vendortaxdoc@uncw.edu. To ensure the security of your data, please do not return to an individual’s email.

Additionally, UNC Wilmington Purchasing Services posts formal bids, quotes, or proposals for the purchase of goods and services to the State of North Carolina Purchase & Contract Division web page. The web address is https://www.ips.state.nc.us/ips.

It is highly recommended that you register with the State by reaching the above web address and then clicking on “Vendor Link NC.” Please do not hesitate to contact us or the NC Division of Purchase and Contract directly if you have any questions about registering for business.

Sincerely,

John Robinson
Director, UNCW Purchasing Services
### DOMESTIC VENDOR INFORMATION FORM

**Return by Mail:** UNC Wilmington  
Accounts Payable  
601 South College Road  
Wilmington, NC 28403-5903  
**Return by Secure Fax:** 910-962-7006  
**Return by Email:** [vendortaxdoc@uncw.edu](mailto:vendortaxdoc@uncw.edu)

*************************************************************************  
Please provide the following information  
*************************************************************************

<table>
<thead>
<tr>
<th>Name of Firm:</th>
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<tbody>
<tr>
<td><strong>Send Order To</strong> – Please indicate preferred method to receive copies. If none is selected, UNCW will transmit to the Fax.</td>
<td><strong>Remit To:</strong></td>
</tr>
<tr>
<td><strong>Sales support phone:</strong></td>
<td><strong>Contact:</strong></td>
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<tr>
<td><strong>Tech support phone:</strong></td>
<td><strong>Phone #:</strong></td>
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<td><strong>PO Fax #:</strong></td>
<td><strong>Fax #:</strong></td>
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<td><strong>Dedicated community email for POs (not personal email):</strong></td>
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<td><strong>Address:</strong></td>
<td><strong>Address:</strong></td>
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<tr>
<td><strong>City, State, Zip:</strong></td>
<td><strong>City, State, Zip:</strong></td>
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<tr>
<td><strong>County:</strong></td>
<td><strong>Country:</strong></td>
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UNCW is committed to increase HUB (Historically Underutilized Businesses) vendor participation. Effective July 1, 2009, HUB firms must be certified under the SWUC Program through NC Dept. of Administration HUB Office to be listed in the database to be counted by local and state entities for HUB participation and reporting purposes. For more information please visit:  
[http://www.doa.state.nc.us/hub/](http://www.doa.state.nc.us/hub/)

*************************************************************************

NC HUB Certified Vendor: Yes___ No____  
If HUB certification has been applied for and pending, indicate date of application: ____________________________
Are you or any officer of your company or any member of your immediate family employed by the State of North Carolina?

Yes____ No____ If yes, list name, relationship and agency where employed:
____________________________________________________________________________

Are you or any officer of your company or any member of your immediate family a member of the UNCW Board of Trustees, any UNCW foundation Board, or any UNCW related corporation, joint ventures, or associations?
Yes____ No____ If yes, list name, relationship and which Board.
____________________________________________________________________________

NATURE OF BUSINESS (describe and attach brochure if available)
□ Manufacturer □ Distributor □ Jobber □ Retailer □ Services □ Other (specify)

LIST PRODUCTS / SERVICES OFFERED:

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<tr>
<th>Product/Service</th>
<th>Description</th>
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All invoices must include a valid UNCW Purchase Order. All purchases are governed by State of North Carolina Law, NC General Terms and Conditions, and UNCW General Terms and Conditions.

Payment Terms: The State of North Carolina payment terms are “Net 30” date of invoice. When favorable to do so, however, UNCW may elect to take advantage of discount terms if your company offers them.

If your company offers a prompt payment discount (i.e.: 2/10, net 30), indicate below:
___________________________________________________________________________________

Invoicing: Invoices to UNCW should be submitted electronically to: accountspayable@uncw.edu.

Direct Deposit Information: The UNCW Accounts Payable Office offers direct deposit payments to vendors for goods and services. To enroll in direct deposit, please access this link to complete the UNCW Electronic Payment Authorization Form and submit it with your Domestic Vendor Information form and IRS Form W-9 via our secure fax line (910) 962-7006 or email vendortaxdoc@uncw.edu.

The undersigned certifies that the information contained herein is correct.

SIGNED _____________________________ Title: _____________________________

Name (printed) _____________________________ Date: _____________________________

Purchasing Services
601 South College Road • Wilmington, North Carolina 28403-5615 • Tel 910-962-3158 • Fax 910-962-3829