

VENDOR APPLICATION

Mailing Address

American University

Procurement and Contracts

4400 Massachusetts Avenue NW

Washington, D. C. 20016

Phone: 202 885-3811 Fax: 202 885-3821 Email: PCD@american.edu

Business Name:			
Business Address:			
			Web Address:
Business Telephone:		Fax:	
Federal ID#		(Please Attach copy of W-9 Form)	
Invoice Payment to be mailed to (if different from above)			
Sales Contact:		Phone:	
Title:		Fax:	Email:
General Information:			
Does the company require hard copies of verbal orders?		Yes	No
Check all that apply for ordering options		Electronic Ordering	
		Purchase Orders	
		Credit Cards	
Standard Payment Terms			
Prompt Payment Discount			
FOB Point			
Type of Business:			
Minority Owned:		Yes	No
		Certificate Number:	
Classified as small business:		Yes	No
Signature of person authorized to sign this application:			
Printed name of person signing:			
Title of Person signing :			Date:

**PLEASE CHECK THE APPROPRIATE BOX(ES) THAT BEST IDENTIFIES THAT PRODUCTS AND/OR SERVICES
OFFERED BY YOUR BUSINESS**

Acoustical Tile, Installation	First Aid, Medical Supplies & Equip	Plumbing Supplies
Advertising	Flowers and Plants	Pressure Washing Contractor
Air Conditioning Equip & Service	Furniture	Printers (Laser & Ink Jet)
Animal Supplies & Feed	Furniture Repairs, Refinish	Printing Repair & Maintenance
Appliances	Gases & Equipment	Printing General
Architectural Services	General Contractor	Printing Process Color Work
Asphalt Paving Services	Glass & Glazing Services	Printing Related Graphic Services
Audio Visual Equipment & Supplies	Hand Tools	Printing Silk Screen
Automobile Parts & Accessories	Hardware Items	Printing - Typesetting
Awards, Trophies, plaques	Hazardous Materials Removal	Promotional Items
Badges	Heating & HVAC Equip & Service	Pump & Pump Accessories
Banquet Services	Hotels	Radio & Telecommunication Equip
Batteries	Interpreting Services	Refrigeration Equipment
Blankets, Sheets, Pillows, Mattress	Janitorial Services	Rental of Cars
Boiler Room Supplies	Janitorial Supplies	Rental of Buses
Building Contractor Interior	Labor Services	Rental of Tables, Chairs, Tents. etc
Building Contractor Exterior	Laboratory Equipment	Rental of Heavy Equipment
Building Supplies	Landscaping Equip & Services	Rental of miscellaneous
Cable & Installation Services	Landscaping Material	Research Services
Cafeteria & Kitchen Equipment	Library Equipment	Road Building Construction Services
Carpet & Tile Services	Locksmith Services	Roofing Contractor
Carpenter Services	Laundry Equipment	Roofing Supplies
Chemicals - Commercial	Lumber	Safety Equipment & Supplies
Chemicals - Janitorial	Mailing Equipment & Services	Security & Locks
Chemicals - Laboratory	Material Handling Equipment	Shredding Services
Clothing & Apparel	Masonry Contractor	Sporting & Athletic Goods
Coffee Equipment & Supplies	Mechanical Contractor	Steel Fabricators & Erection Services
Computer Hardware Equipment	Medical Services - Physicians	Telecommunication Services
Computer Accessories	Metal Fabricator	Television Equipment
Computer Software	Microfilm Equip & Service	Testing Services
Compressors & Accessories	Motor Repair Services	Training Services
Copier Equipment Sales & Service	Moving & Storage	Translation Services
Design Services	Music	Training Services
Draperies & Curtains	Musical Equipment & Repair	Utilities
Electrical Equipment, Service	Musical/Theatre Performance	Vehicles – Cars, Trucks, Vans
Electronic Equipment, Service	Office Machine Equip & Repair	Video Recording Equipment
Elevators	Office Supplies	Video Recording Services
Energy Conservation Materials	Painting Equipment & Services	Welding Services
Engineering Services	Painting Supplies	Wrecker & Towing Services
Environmental Cleanup Restoration	Paper and Plastic Supplies	Other
Environmental Studies Services	Parking Services	
Excavating Services	Paving Services	
Entertainment Services	Pest Control Services	
Fax Machine Equip & Service	Personnel & Temporary Services	
Flags and Banners	Pharmaceuticals	
Floor Maintenance	Photographic Equip & Supplies	
Fire Protection Equipment	Plumbing Equipment & Services	

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 shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <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 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. 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.

Sign Here	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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,