



Supplier Verification Form Instructions

Purpose

A Supplier Verification form is needed in order to establish a new supplier and reactivate or make certain edits to an existing supplier in the University's supplier database. *Suppliers* are individuals, corporations, or other entities that provide goods or services to the University.

The United States Internal Revenue Service ("IRS") requires collection of certain information from all suppliers for possible tax withholding or tax reporting purposes. Collection of this information is required for new suppliers and for changes in supplier name, address, or tax identification number (such as in a merger or acquisition).

Guidelines

1. Use the [Supplier Verification Form](#) to provide PantherExpress Customer Service with all of the required information needed to establish new supplier or reactivate, change the name, address or tax ID of an existing supplier.
2. University [policy](#) requires the use of [University-wide contracted suppliers](#).
3. University employees and students may not be added as suppliers.
4. If your contract has payment terms other than net 30, send an email to [PantherExpress Customer Service](#)

Processes

1. How to add or reactivate a supplier:
[+ show instructions](#)
2. How to edit an existingsupplier:
[+ show instructions](#)

Penalties for Fraudulent Misrepresentation

[+ show explanation](#)

Resources

- W-9 Form: Obtain a *current IRS W-9 form from www.irs.gov/pub/irs-pdf/fw9.pdf.
- W-8 Instructions: Obtain instructions from <http://www.irs.gov/pub/irs-pdf/iw8.pdf>
- W-8 Series Forms: Obtain a *current W-8 Series form from <http://apps.irs.gov/app/picklist/list/formsInstructions.html?value=w-8&criteria=formNumber>
- DUNS Number: If you need a DUNS number, visit <http://www.dnb.com/get-a-duns-number.html>. A DUNS number is **not required** for independent contractors. An independent contractor is generally a service provider who is providing his or her Social Security Number as a Tax Payer Identification Number.

*PantherExpress Purchasing Services will only accept current IRS W-9 or W-8 forms. Obtain current forms directly from the IRS as shown above.