**SUPPLIER INFORMATION FORM**  
**EMORY UNIVERSITY PROCUREMENT AND CONTRACT ADMINISTRATION**

**Request for Taxpayer Identification Number and Certification**

| 1599 Clifton Road, 3rd floor | Return this form to: actspay@emory.edu | For Emory Use Only |
| Atlanta, GA 30322 | | Compass id # |
| www.finance.emory.edu | | CCR Verified? |

**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 instructions on Department of Treasury Form W-9. For other entities, it is your 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).

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 IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or © the IRS has notified me that I am no longer subject to backup withholding.

3. I am a U.S. citizen or other U.S. person as defined in the Department of Treasury Form W-9.  

4. Are you or any Officer, Owner or Partner in this company an employee of Emory University?  

5. Is a direct family member of any of the above an Emory University employee? (spouse, partner, etc.)  

6. Does your firm agree to Emory’s payment terms of Net30?  

7. My firm is not currently debarred, suspended, or proposed for debarment by any federal entity and I agree to notify the University of any change in status. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  

8. Does your firm currently have any employees, vendors, or any other types of contractual relationships in place with parties on the US Treasury Department’s Office of Foreign Assets Control Specially Designated National (SDN) List. The list can be found at the following URL: [http://www.ustreas.gov/enforcement/ofac/sdn/](http://www.ustreas.gov/enforcement/ofac/sdn/)

**Suppliers must complete this form.**  
*Please print clearly or type.*

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**Suppliers must complete this form.**  
*Please print clearly or type.*

**For Other Entities, it is your...**  
*For Other Entities, it is your...*