



University Auxiliary Services

California State University Los Angeles

Vendor Information Form (required in lieu of IRS W-9 form)

1 PLEASE RETURN TO: → → → →	Cal State L.A. University Auxiliary Services, Inc. 5151 State University Drive, GEH314 Los Angeles, CA 90032 Fax: 323.343.6821								
2 General Business Information	Name of Business, organization, or name of person (if payment to an individual)		Vendor PHONE NUMBER () -						
Trade Name (DBA)									
MAILING ADDRESS (Number and Street or P.O. Box #)									
(City, State and Zip Code)									
E-mail Address		Web Address							
3 VENDOR ENTITY & TYPE	<input type="checkbox"/> Individual/Sole Proprietor (Must Provide Social Security #) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Exempt Organization (Nonprofit) <input type="checkbox"/> Limited Liability Corp. <input type="checkbox"/> Other <input type="checkbox"/> Woman owned Business <input type="checkbox"/> Disabled Veteran Business <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Small Business		NOTE UAS projects funded by Federal government requires reporting on vendor ownership						
4 VENDOR'S TAXPAYER I.D. NUMBER	SOCIAL SECURITY NUMBER REQUIRED FOR INDIVIDUAL/SOLE PROPRIETOR BY AUTHORITY OF REVENUE AND TAXATION CODE SECTION 18646 (See reverse) SOCIAL SECURITY NUMBER / ITIN FEDERAL EMPLOYERS IDENTIFICATION (FEIN) <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;"> [][] - [][][][][][][][][][] </div> <div style="border: 1px solid black; padding: 2px;"> [][][][] - [][] - [][][][][][][][][][] </div> </div> <p>IF VENDOR ENTITY TYPE IS A CORPORATION, PARTNERSHIP, ESTATE OR TRUST, ENTER FEIN.</p> <p>IF VENDOR ENTITY TYPE IS INDIVIDUAL OR SOLE PROPRIETOR, ENTER SSN. ITIN / SSN IF RESIDENT OF FOREIGN COUNTRY</p>		NOTE Payment will not be processed without an accompanying taxpayer I.D. number. <i>(please see purpose of form below)</i>						
5 Vendor Residency Declaration (For Tax Purposes) All Payments Made By The UAS Are Subject To Federal and California State Tax Laws	<i>Check All Boxes That Apply</i> Federal Income Tax Withholding Status (Applies to Individuals Only): <input type="checkbox"/> I Am A US Citizen <input type="checkbox"/> I Am A Permanent Resident Alien and I Have a Green Card <input type="checkbox"/> I Am Not a U.S. Citizen and I Do Not Have a Permanent Resident Green Card Note: All Foreign Citizens/Entities must complete a tax analysis before payments can be made. <input type="checkbox"/> Tax Exempt by Tax Treaty. Country of Residency: _____ California State Tax Withholding Status (Applies to All Vendors): <input type="checkbox"/> California Resident Qualified to do business in CA or have a permanent place of business in CA <input type="checkbox"/> California Nonresident (See Reverse). Payments to CA nonresidents may be subject to state taxes. <input type="checkbox"/> A Waiver from CA state tax withholding is attached (From the California Franchise Tax Board). <input type="checkbox"/> All services related to this payment were performed OUTSIDE of the state of California.		NOTE: Prior to making payments to foreign citizens, United States tax laws require all employers to perform a tax analysis with respect to country of citizenship to determine residency for Federal tax NOTE: An estate is a resident if decedent was a California resident at time of death. A trust is resident if one or more trustees are CA residents. Rules for assessing State taxes differ significantly from Federal tax rules.						
6 Conflict of Interest	Does Any individual employed by CSULA or UAS have a significant interest** in your business? Yes <input type="checkbox"/> No <input type="checkbox"/> ** Any situation where a CSULA or UAS employee and/or his or her spouse or emancipated and/or minor children has a connection to the above referenced vendor (student relationships are not considered). A conflict of interest is one that a reasonable person would think would compromise the open, competitive process. If conflict of interest has been indicated, please complete the following section: <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Employees Name:</td> <td style="width: 50%;">Employee department</td> </tr> <tr> <td>Employee's relationship or position within company:</td> <td>Telephone No.:</td> </tr> </table>			Employees Name:	Employee department	Employee's relationship or position within company:	Telephone No.:		
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7 Substitute IRS form W-9 Certification (See Certification instruction below)	I hereby certify under penalty of perjury that: 1. The information provided including the TIN number shown on this form is correct 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 IRS that I am subject to backup withholding as a result of failure to report 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. Person (including a U.S. resident alien) Note: The IRS does not require your consent to any provisions of this document other than the certifications required to avoid backup withholding. <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">AUTHORIZED VENDOR REPRESENTATIVE'S NAME (PRINT)</td> <td style="width: 50%;">TITLE</td> </tr> <tr> <td>SIGNATURE</td> <td>DATE</td> </tr> <tr> <td></td> <td>TELEPHONE NUMBER</td> </tr> </table>			AUTHORIZED VENDOR REPRESENTATIVE'S NAME (PRINT)	TITLE	SIGNATURE	DATE		TELEPHONE NUMBER
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SIGNATURE	DATE								
	TELEPHONE NUMBER								

Purpose of form

The information requested on this form is required by the state and federal governments. (Section 6109 of the IRS code and Californian Revenue and Taxation Code Section 18646) **Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties up to \$20,000.** You must provide your TIN whether or not you are required to file a tax return. UAS uses the information provided solely to prepare information Returns (Form 1099) and for withholding on payments to nonresident vendors. UAS will not process payments without an accompanying TIN. Prompt return of this fully completed form will prevent delays when processing your payments.

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.

U.S. VS Foreign Status

Use this form only if you are a U.S. Person (including a resident alien) **DO NOT** use this form if you are nonresident alien. Instead use IRS form W-8, Certification of Foreign Status of Beneficial Owner for U.S. Tax withholding. See IRS Publication 515, "withholding of Tax on Non-resident Aliens and Foreign Entities" for more information.

Privacy Act Notice

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. This information is mandatory. The IRS may provide this information to the Department of Justice for civil and criminal litigation and to cities, states, and the district of Columbia to carry out their tax laws. IRS may also disclose this information to other countries under a tax treaty, or to Federal and State agencies to enforce Federal no tax criminal laws and to combat terrorism.

Vendor limitations

A vendor may be removed or suspended from UAS' database if there has been a failure to perform in accordance with the terms of a past contract with UAS, any of the CSU campuses or governmental entity. It may also be removed or suspended if its performance with respect to a previously awarded purchase order or contract has been unsatisfactory. Such exclusion will remain in effect for at least 90 days after the unsatisfactory performance has been recorded, but shall not exceed a period of 360 calendar days in the prohibition at any time after the 90-day minimum period, upon demonstrating that the problems, which resulted in the removal or suspension, have been corrected. Under Title IX, sexual discrimination may not lawfully exist in policies, procedures or activities of any vendor. UAS subscribes to the Title IX policy and in recognition of this commitment assumes all vendors, organizations, agencies, contractor or person, also practice this policy.

Are You Subject To California Nonresident Withholding?

Payments made to nonresident vendors including corporations, individuals, partnerships, estates and trusts are subject to income tax withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no California tax withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board
Withhold at Source Unit
Attention: State Agency Withholding Coordinator
P.O. Box 651
Sacramento, CA 95812-0651
Telephone: (916) 845-4900
Fax: (916) 845-4831

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.