

# WOODBURY UNIVERSITY

## VENDOR PROFILE FORM

**Instructions:** Please read this form in its entirety and complete all 6 parts. Where applicable, please have vendor complete and sign the Form W-9 and the WU Independent Contractor Questionnaire (both available on the WU Portal) and include them with this vendor profile form. Incomplete or missing forms will result in WU delaying payment to vendor.

Send completed forms to Melanie of accounts payable in the Business Office (Miller Hall 101). Please contact Melanie (ext. 240) if you have any questions.

### 1. Vendor request - Check one:

Add New Vendor (Please also have vendor complete **Form W-9**)

Modify Existing Vendor Information (Provide updated **Form W-9**)

Inactivate Vendor

Explain:

### 2. Invoice remit to information

Vendor name: \_\_\_\_\_

Entity name used with IRS (if different than Vendor name): \_\_\_\_\_

Vendor name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### 3. Type of business - Check one:

Corporation

Partnership

Limited liability  
company

Foreign nonresident  
individual (*W-9 not  
required*)

Foreign entity (*W-  
9 not required*)

Individual / Sole-proprietor (US  
Citizen) \*\*

Employee \*\*

Student \*\*

\*\* If box checked, please also complete the **WU Independent Contractor Questionnaire**

### 4. Type of purchase / payment - Check one:

Goods (tangible items)

Services

Performer /  
Speaker /  
Lecturer

Consultant / Auditor /  
Attorney

Award

### 5. Relationship

Is vendor a current or retired employee, or current or graduated student? (Check one)

YES

NO

Explain any relationship between vendor & WU employee contact:

### 6. Submitted by

Name (WU employee): \_\_\_\_\_ Ext: \_\_\_\_\_ Dept. #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by Business Office only:

Vendor ID:

Date Activated:

Approved by: