



# Savannah State University

## VENDOR REGISTRATION FORM

Questions? Please contact 912-358-4050

- This form will be used for new vendors and updates/changes for any vendor information.
- A W-9 must be submitted in order to process this application. (Instructions to follow.) Vendor must provide this to you.

New Vendor Registration

Update/Change Existing Vendor Information

### MAIN INFORMATION

Vendor/Individual Name:  
*(As it will appear on your invoice/check)*

Legal Name:  
*(As it appears on your IRS records, if different from above)*

### ADDRESS AND CONTRACT INFORMATION

#### Main/Physical Location:

Street or PO Box		
City	State	Zip
Phone Number	Fax #	
Contact Name	Title	
Contact Email Address		

#### Remit to Location: *(if different from above)*

Street or PO Box		
City	State	Zip
Phone Number	Fax #	
Contact Name	Title	
Contact Email Address		

#### Ordering/Purchasing Location: *(if different from above)*

Street or PO Box		
City	State	Zip
Phone Number	Fax #	
Contact Name	Title	
Contact Email Address		

#### Company website URL:

### ORGANIZATIONAL TYPE/LEGAL STATUS *(Choose one)*

Corporation	State of Incorporation
Partnership	State of Incorporation
Sole Proprietor	State of Incorporation
Limited Liability Corp (LLC)	State of Incorporation
Non-Profit Agency	State of Incorporation
Government Entity	
Individual	
Employee	
Student	
Foreign Entity	

**INDIVIDUAL**

If individual, employee, or student:

Are you a:                    Citizen of the United States  
                                     Resident Alien (*defined below*)  
                                     Non-resident Alien (*defined below*)

**Definitions from IRS Publication 515**

**Resident Alien** - An individual that meets either the green card test or the substantial presence test for the calendar year.

**Green Card test** - a lawful permanent resident (green card holder) of the U.S. at any time during the year.

**Substantial Presence test** - you were physically present in the U.S. at least 31 days during the current calendar year AND 183 days during the 3 year period that includes the current year and the 2 preceding years - counting all the days you were present in the current year, and one-third of the number of days present in the first preceding year and one-sixth of the number of days present in the second preceding year. There is a 5 year exemption from the STP for most individuals who possess an "F", "J", "M", or "Q" visa. For more information, refer to IRS Publication 519.

**Non-ResidentAlien** - An individual who is not a U.S. citizen or resident alien.

**DEMOGRAPHIC INFORMATION**

Is your company a small business?                    Yes                    No  
*(Independently owned and operated that either has fewer than one hundred (100) employees OR less than one million dollars (\$1,000,000) in gross receipts annually).*

Is your company a small business?                    Yes                    No

Is your company minority owned?                    Yes                    No

If 'yes', please indicate Minority Designation: