

Updated 12/11/2019

Vendor Request / Credit Application Reference Document

To be used as reference when completing external vendor applications
Please check for updates to this document when completing a new application

Business Name: University of Louisville

Tax Exempt Number: C-102

Tax Identification Number (TIN) / Employer Identification Number (EIN): 61-1014882

Address: Controller's Office, Service Complex Building, Louisville, KY 40292

Dun & Bradstreet Number (DUNS): 057588857

Financial Statements: <http://louisville.edu/finance/controller/univacct/finst-1>

Business Type: Institute for Higher Education, State Government/Corporation

NAICS Code: 611310 - Universities

Doing Business Since: 1798

Students: 22,500

Faculty/Staff: 7,000

Operating Budget: \$1.2B

Contact Information: Use departmental contact information for all contact fields (contact name, address, phone number, email, etc.)

Standard business policy: Net 30 days from date of invoice

Banking Information: Please send completed form to Treasury Management (treasmgt@louisville.edu) to obtain banking information.

Credit References: Refer to University of Louisville Credit Reference Document (<https://louisville.edu/finance/controller/acctops/UniversityofLouisvilleCreditReferences.pdf>)

W9: (<https://louisville.edu/finance/controller/controllerinfo/taxexempt/w9ul>)

Tax Exempt Certificate: C-102 (<http://louisville.edu/purchasing/forms/taxexempt.pdf>)

Signatures: Completed forms can be signed by a unit's Lead Fiscal Officer (LFO)