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| Subject: Vendor Applications/W-9 | Author: Sheila Childers |
| Effective Date: 08/16/2007 | Last Review Date: |
| Last Revision: | Revised By: |
| Contact Name: Sheila Childers | Contact Email: sdchil01@louisville.edu |
| Approved By: Larry Zink | Page 1 of 1 |

VENDOR APPLICATION(S):

1. Vendor applications require 48 hours to process.
2. Departments are responsible for completing information on the application that pertain to their area (department name, address, remit address, event dates, license numbers, etc.)
3. Forward semi-completed application to Sheila Childers
 - a. Fax number: 852-8228,
 - b. Email: sdchil01@louisville.edu, or
 - c. Campus mail: SHEILA CHILDERS, CONTROLLER'S, OFFICE, BELKNAP CAMPUS.
4. Include vendor's company name and/or contact person's fax number, email or mailing address.

W9 REQUEST(S): (University of Louisville's W9 form)

1. W9 request(s) require 48 hours to process.
2. Requests for W9's may be sent to Sheila Childers
 - a. Fax number: 852-8228,
 - b. Email: sdchil01@louisville.edu, or
 - c. Campus mail: SHEILA CHILDERS, CONTROLLER'S, OFFICE, BELKNAP CAMPUS.

SALES TAX EXEMPT CERTIFICATE(S):

[Sales Tax Exempt Listing of States](#)

[University of Louisville Sales Tax Exemption Form](#)

Departments should provide vendor name and address, description of purchase, date, and send to vendor.