



# Request for Foreign Vendor Information (W9-F)

TO: _____
FAX: _____

Please complete the following information about your company/business to avoid a delay in payment processing.

**INSTRUCTIONS:** Please check the box for your status. Then use the correct set of Row Headings for your status to fill in the section below.

- STATUS (check only one):**
- |  |                      |
|--|----------------------|
| <input type="checkbox"/> Individual Person                               | → Use ROW 1 Headings |
| <input type="checkbox"/> Sole Proprietor or LLC with One Owner           | → Use ROW 2 Headings |
| <input type="checkbox"/> Partnership or LLC with Multiple Owners         | → Use ROW 3 Headings |
| <input type="checkbox"/> Corporation, Tax Exempt Entity, Trust or Estate | → Use ROW 4 Headings |

<b>ROW 1</b>	Individual's Name		(Do Not Use)
<b>ROW 2</b>	Business Owner's Name		Business/Trade Name
<b>ROW 3</b>	Partnership's Name		Partnership's Name
<b>ROW 4</b>	Corporation/Entity Name		(Do Not Use)
<b>FILL IN HERE</b>			

**ORDER FROM ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**REMIT TO ADDRESS:**     Same as Order From Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

- Please indicate if your company is categorized as any of the following:**
- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Legal Service      | <input type="checkbox"/> Minority-Owned Business | <input type="checkbox"/> Woman-Owned Business | <input type="checkbox"/> Veteran-Owned Business |
| <input type="checkbox"/> Medical/Healthcare | <input type="checkbox"/> HUB Zone Business       | <input type="checkbox"/> Small Business       | <input type="checkbox"/> Other: _____           |

The University's preferred method of payment is credit card. Do you accept MasterCard/Visa?     Yes     No

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE FAX COMPLETED FORM TO (302) 831-6772**

University of Delaware • Procurement Services • 222 South Chapel Street • Newark, Delaware 19716-4750 • (302) 831-2161