



THE UNIVERSITY OF OKLAHOMA INDIVIDUAL SUPPLIER REGISTRATION FORM

PLEASE READ CAREFULLY

Note that you are only eligible to complete this form if you are operating under a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Non-Resident aliens or those without a US Tax ID number will need to complete the appropriate W8 and IIF form. Completed forms should be returned to the department contact.

New Supplier

Existing Supplier

Supplier ID (existing suppliers only):

SUPPLIER INFORMATION – TO BE COMPLETED BY SUPPLIER

Name:

Last Name

First Name

Middle Initial

SSN or ITIN:

Mailing Address:

(number, street, and apt. or suite no.)

City:

State:

Zip Code:

Type of Payee:

Candidate/Recruit

Guest/Visitor

Honorarium

Independent Contractor

Participant/Research Subject

Student

Other

*If Other, please explain your relationship with OU:

Are you related to a current OU or OUHSC employee?

Yes

No

*If Yes, please provide their name and relationship:

Have you served as an employee of the University of Oklahoma within the last 12 months or retired from the Oklahoma State System of Higher Education within the past 24 months?

Yes

No

*If Yes, please provide termination/retirement date (MM/DD/YY):

Would you like to receive Electronic Fund Transfer (EFT) payments instead of paper checks in the future?

Yes

No

*If Yes, please provide your email address:

Residency Status

U.S. Citizen

Permanent Resident* (Must provide copy of green card.)

Resident Alien* (Must submit IIF form.)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person; and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

I certify that I have reviewed the completed this form in its entirety and all information contained within is true and accurate to the best of my knowledge. I acknowledge that the University of Oklahoma considers certain types of payments as compensation for Internal Revenue reporting purposes and may send either an IRS Form 1099 or 1042 as required by IRS regulations.

U.S. Citizen, Permanent Resident or Resident Alien Signature:

Date (MM/DD/YY):

DEPARTMENT USE ONLY – PARTICIPANT PAYMENT RECORD

Method of Payment:

Check

Cash

Gift Card

Amount:

Department Signature:

Date:

Printed Name:

Title: