



## Vendor Application – Businesses only (Revised 07-2024)

New Vendor    Update Vendor Info

### UNIVERSITY USE ONLY

Vendor #: \_\_\_\_\_

Entered by: \_\_\_\_\_

This application is for Businesses Only, including corporations, partnerships, sole proprietors, LLCs, etc. These are entities that have a Federal Employer Identification Number (FEIN), rather than use of a SSN. To be accepted, this form must be submitted along with a **completed IRS W-9/W-8**. IRS documents can be found at: <https://procurement.wayne.edu/irs-tax-forms>. Applications are to be uploaded to our secure portal only. Do not eMail your application.

**Note**, to digitally sign this document, it must be saved to your device, and opened using Adobe. Otherwise, the signature feature will not work properly.

#### Secure Portal – Businesses Only:

<https://forms.wayne.edu/668acf6bda8c1/>

#### Wayne State University – Procurement

5700 Cass Avenue, Suite 4200

Detroit, MI USA 48202 | Phone Number: (313) 577-3734

Vendor's Representative Signature: _____	Date: _____
Printed Name: _____	Title: _____
* I Certify that I have carefully examined this Application and I have determined that to the best of my knowledge and belief, the Information provided is complete and accurate	

**Legal name of company or business:** \_\_\_\_\_  
 (Name that is used on your Federal Tax Return. If you are a Sole Proprietor of a business the name of the owner of the business is required.)  
 Company "commonly known as" Name, if different from above, i.e. **DBA:** \_\_\_\_\_

#### Corporate Sales / Mailing Address:

Line 1: \_\_\_\_\_  
 Line 2: \_\_\_\_\_  
 Line 3: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

#### Accounts Receivable / Remit To Address:

Same as mailing address, or  
 Line 1: \_\_\_\_\_  
 Line 2: \_\_\_\_\_  
 Line 3: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Purchase Order Delivery Method: \_\_\_\_\_

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

Name of Person at Wayne State we should notify, if your application is approved: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Department : \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Primary Commodities or Services Offered: \_\_\_\_\_

NAICS Code (s) if known: \_\_\_\_\_

DUNS Number if known: \_\_\_\_\_

**Business Details:** (optional – used for classification as a Small Business)

Date Established:		
Number of Employees:		
Revenue for Last 3 Years	Last Year	
	2 Years Back	
	3 Years Back	

**Note to Vendors:**

You must provide a valid Federal Employer Identification Number (FEIN) in order for the University to process payment(s). The University is required by Federal law where applicable to report payments, along with the FEIN to Federal and State agencies. Failure to provide a correct name and Taxpayer Identification Number may subject your payments to a 28% federal income tax withholding. Additional withholding may apply for foreign entities. **Payment Terms are Net 30**, unless otherwise stated and agreed to by the University.

Enter your Federal Employer Identification Number (FEIN):

**Note:** If you do business under your SSN, use the [individuals form](#) available on our website.

_____ - _____
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Check appropriate box for federal tax classification (select only one)

- Vendor Type:**
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Individual/sole proprietor or single-member LLC (VI) | <input type="checkbox"/> Partnership (1099) (VP)        | <input type="checkbox"/> Other (1099) (VO)             |
| <input type="checkbox"/> C- Corp (VC or VD)                                   | <input type="checkbox"/> Trust/Estate (1099) (VT)       |  |
| <input type="checkbox"/> S- Corp (VS or VR)                                   | <input type="checkbox"/> LLC- C-Corp (1099) (VX)        |  |
|   | <input type="checkbox"/> LLC- S-Corp (1099) (VY)        | <input type="checkbox"/> Non-US Based Entity 1042 (VE) |
|   | <input type="checkbox"/> LLC- P-Partnership (1099) (VZ) | <input type="checkbox"/> Foreign Individual 1042 (VF)  |

**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner

**Diversity Type:** (select only one):

Diverse businesses must be at least 51% owned and controlled by one or more individuals who are represented in the categories selected. Include a copy of your certificate(s) with this Application.

<input type="checkbox"/> Majority (non Diverse - 51)	<input type="checkbox"/> Minority (African American - 55)	<input type="checkbox"/> Historically Black Colls & Univ - 5C	<input type="checkbox"/> Women Owned - 53
	<input type="checkbox"/> Minority (Hispanic - 56)	<input type="checkbox"/> Small Business - 5 S	<input type="checkbox"/> Women Owned – Small Business - 5W
<input type="checkbox"/> Veteran - 5V	<input type="checkbox"/> Minority (Alaskan / Native Am - 57)	<input type="checkbox"/> Small Disadv Business - 52	
<input type="checkbox"/> Veteran Small Business - 5B	<input type="checkbox"/> Minority (Asian Indian - 58)	<input type="checkbox"/> HUB Zone Small Business - 5H	<input type="checkbox"/> LGBT Owned – 5G
<input type="checkbox"/> Veteran Service Disabled - 5D	<input type="checkbox"/> Minority (Asian Pacific - 59)	<input type="checkbox"/> 8(a) Bus Dev Program – 5A	<input type="checkbox"/> Disabled/Handicapped - 54

**Conflict of Interest:**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you or any Officer, Owner or Partner in this company an employee of Wayne State University, or have you been an employee within the past 24 months?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are any immediate family members of any Officer, Owner or Partner in this company employees of Wayne State University?
If yes to either above, please state who and explain and their University position or the family relationship (father, mother, sister, brother, child, etc.):		
_____		



Vendor / Payee Name:

Federal ID / SSN Number:

WSU Vendor / Payee Number:  
(if known)

(If you've been paid by WSU before, this number can be located on your payment remittance stub)

**Declaration:**

I (we) hereby authorize **Wayne State University** (hereafter WSU) to initiate ACH automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize **WSU** to make necessary debit adjustments in the event a credit entry is made in error.

Further, I agree not to hold **WSU** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my institution or due to an error on the part of my financial institution in depositing funds into my (our) account. I will notify WSU immediately of any changes made to my checking account.

This agreement will remain in effect until **WSU** receives written notification of cancellation from me or my financial institution. Upon receipt of notice, I understand **WSU** will need 72 hours to comply with the request and interim deposits may occur.

**Vendor / Payee Information:**

Primary Phone Number:

Primary Fax Number:

Primary Email Address:

**Vendor / Payee Banking Information:**

Name of Financial Institution:

Branch/State:

Routing Number:

Checking Account Number:

**Vendor / Payee Authorization:**

Name:

Title:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attached a VOIDED check or deposit slip to verify bank details and routing number.

This form must be returned to: WSU - Disbursements - Suite 4100 AAB  
5700 Cass Ave Detroit MI 48202  
Or e-mail to [vendorach@wayne.edu](mailto:vendorach@wayne.edu)