



**Purpose:**

Used to establish or update a vendor account with the University of Colorado (CU). This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications for Federal procurement reporting and claims for exemption, and CU requirements for vendor establishment. *International individuals/entities should instead complete the appropriate W-8 form: <https://www.cu.edu/psc/forms/quick-glance/w-8.html>.*

Return to CU.  
Do not send to IRS.

**CU Contact Information** *To be completed by CU department prior to sending to vendor*

Name:	Email Address:
Campus & Department:	Campus Phone:

**Vendor Name and Information**

Legal Name:	DBA (Business) Name, if different:
<input type="checkbox"/> Employer Identification Number (EIN) <b>or</b> <input type="checkbox"/> Social Security Number (SSN)	Taxpayer Identification Number:
Entity Type (check one):	
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Other - Explain:	
Vendor Contact Name:	Phone:    Fax:

Legal Mailing Address	Line 1:
	Line 2:
	City, State, Zip:
	Email Address:

Ordering Address, if different than Legal	Method to Receive Orders: <input type="checkbox"/> Email <input type="checkbox"/> Fax	
	Line 1:	
	Line 2:	
	City, State, Zip:	Phone:
	Email Address:	Fax:

Remit To Address, if different than Legal	Line 1:	
	Line 2:	
	City, State, Zip:	Phone:
	Email Address:	Payment Terms: ▼

***If 'Individual' entity selected, above :***

***All other vendors :***

Page 1 of this 2-page form is required. Sign and date the **Certifications** section, below, and submit as instructed on the bottom of this page.

Complete both pages of this 2-page form. Remember to sign and date the **Certifications** section, below. Failure to complete all sections could result in payment delays.

**Certifications**

Under penalties of perjury, I certify by signing below 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.

Furthermore, I understand that any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, women-owned, or Veteran or Service-Disabled Veteran-Owned Small Business concern in order to obtain a contract awarded under the Small Business Act shall:

- (1) be punished by imposition of fine, imprisonment, or both;
- (2) be subject to administrative remedies including suspension and debarment; and,
- (3) be ineligible for participation in programs conducted under the Authority of the Act.

Signature:

[Signature Field]

Date:

[Date Field]

***If 'Individual' entity selected, above: Fax signed, completed Page 1 to Procurement Service Center, 303.764.3434***

***All other vendors : Continue to Page 2***



# CU W-9 and Vendor Authorization (CUW9)

Return to CU. Do not send to IRS.

Page 2 of 2

Legal Name:

DBA (Business)  
Name, if different:

## Business Classification & Diversity Information

For additional descriptions, see: [https://www.cu.edu/psc/purchasing/smallbusiness\\_definitions.htm](https://www.cu.edu/psc/purchasing/smallbusiness_definitions.htm)

All vendors (except those choosing 'Individual' on Page 1) **must select** either "Large Business Concern" (LBC) or "Small Business Concern" (SBC) from the options below. Additionally, all vendors should select any sub-classifications that apply; multiple sub-classifications may be appropriate. Failure to complete this section of the CU W-9 could result in payment delays.

Large Business Concern (LBC)

*Dominant in field of operations per Federal Acquisitions Circular (FAC 9.201).*

### Sub-classifications: (select all that apply)

Minority-Owned Business Enterprise (MBE)

*Minimum 51% owned, controlled and operated day-to-day by one or more minority individuals; includes the following categories:*

- African American
- Hispanic American
- Asian-Pacific American
- Asian-Indian American
- Native American (American Indian, Eskimo, Aleut, Native Hawaiian)

Woman-Owned Business Enterprise (WBE)

*Minimum 51% owned and controlled by one or more women who have active involvement in day-to-day operations.*

**or**

Small Business Concern (SBC)

*Independently owned and operated, and meets industry size and receipt requirements for small businesses per SBA 13 CFR 121. Section 3 of the Small Business Act.*

### Sub-classifications: (select all that apply)

Small Disadvantaged Business (SDB)

*Minimum 51% owned, controlled and operated day-to-day by one or more socially disadvantaged individuals. May be Section 8(a)-certified per 13 CFR 124.1002. Small Disadvantaged Ethnicity definitions include the following categories:*

- African American
- Hispanic American
- Asian-Pacific American
- Asian-Indian American
- Native American (American Indian, Eskimo, Aleut, Native Hawaiian)

Woman-Owned Small Business (WOSB)

*Minimum 51% owned, controlled and operated day-to-day by one or more women.*

Historically Black Colleges/Universities & Minority Institutions

*An institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also means any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.*

HUBZone Small Business (HUB Zone)

*SBA certified; is small and is located in an 'historically underutilized business zone' and is owned, controlled and operated at least 51% by U.S. citizens and at least 35% of employees reside in HUB zone.*

Veteran-Owned Small Business (VOSB)

*Minimum 51% owned, controlled and operated day-to-day by one or more U.S. veterans.*

Service-Disabled Veteran-Owned Small Business (SDVOSB)

*Minimum 51% owned by one or more service-disabled veterans (if publicly owned, minimum 51% of the stock is owned by one or more service-disabled veterans), and the management and daily business operations of which are controlled by one or more service-disabled veterans (if permanently and severely disabled, by their spouse or primary care giver).*

Alaskan Native Corporations (ANCs) & Indian Tribes

**Remember to sign and date the *Certifications* section on Page 1 before submission!**