





## INSTRUCTIONS:

The Ohio State University, Office of Sponsored Programs and The Ohio State University Wexner Medical Center require this page for all vendors (Individuals excluded)

- Fill out all the information that applies to you/your business.
- Submit these completed forms securely to your University contact.

## Vendor Setup Form

### Page 2: Vendor Profile and Business Status Certification

#### Business Information

Individual Name First <small>As shown on your federal income tax return</small>		Middle	Last
OR Legal Business Name <small>As shown on your federal income tax return</small>		DBA Business Name or Disregarded Entity Name	
Contact Person, Title		Website	
DUNS Number		Standard F.O.B.	
Check all that apply:	Construction	Distributor (Whole Sale Trade)	Educational Institution
Government	Manufacturer	Non-Profit	Retailer
Other _____	Foreign (Foreign entities are required to provide an appropriate <a href="#">W-8 form</a> )		
Place of performance: United States		Other Location: _____	

#### Payment Information

The preferred method of payment for The Ohio State University is EFT (Electronic Funds Transfer) via Automated Clearing House (ACH). The university has developed standard terms for supplier payments as detailed below. Please select one:

ACH Terms: Net 60 Days 1%/45 Day/Net 60 2%/30 Day/Net 60 3%/15 Day/Net 60 Check Terms: Net 90 if check  
Default, if no discount

#### Federal Supplier Certifications US based Suppliers Only

Complete the following section with classification status as defined in [Federal Acquisitions Regulations](#) (FAR) 19.1. It is recommended that you register your company with the U.S. System for Award Management: <https://sam.gov/SAM/>

Check all that apply:

Small Business: Number of Employees _____	Large Business
Woman-Owned Business	Veteran-Owned Business
Service-Disabled Veteran	Disadvantaged Business (Minority)
Located in Hub zone	Alaska Native Corporations and Indian Tribes
Historically Black Colleges & Universities/Minority-based Institutions	

#### Ohio Supplier Certifications Ohio based Suppliers Only

Complete the following section for all applicable Ohio supplier certifications below; <https://ohio.gov/wps/portal/gov/site/government/topic-hubs/transparency/transparency>

Minority Business Enterprise (MBE). See <http://eodreporting.oit.ohio.gov/searchMBE.aspx> to verify status and attach your current MBE certification letter.

Encouraging Diversity Growth & Equity (EDGE). See <http://eodreporting.oit.ohio.gov/searchEDGE.aspx> attach your current EDGE certification.

Ohio-Based Suppliers reference Buy Ohio ([Ohio Revised Code](#) Sections 125.09 and 125.11).

No Findings for Recovery: The Supplier warrants that it is or is not subject to any "unresolved" finding for recovery under Ohio Revised Code Section 9.24.

Name of County where business is located: \_\_\_\_\_

#### Certification

Under penalties of perjury, I certify that the information shown on this form is accurate. I certify that the company's principals and/or directors are not public employees which include The Ohio State University. Section 2921.42 of the Ohio revised code prohibits public employees and their families from contracting with The Ohio State University in most instances. I also certify that the company is not debarred in accordance with Federal Acquisition Regulation (FAR) Section 9.4 from receiving federally funded procurements and I certify that the company has no "unresolved findings for recovery" under Ohio Revised Code Section 9.24.

Also, by signing below, the company agrees with The Ohio State University Office of Sponsored Programs' standard purchase order (PO) terms and conditions available online at: <http://osp.osu.edu/files/2013/10/OSURFTermsAndConditions.pdf> and/or

The Ohio State University Purchasing Department standard PO terms and conditions available online at:

[https://busfin.osu.edu/sites/default/files/osu\\_termsandconditions\\_0.pdf](https://busfin.osu.edu/sites/default/files/osu_termsandconditions_0.pdf) and/or

The Ohio State University Wexner Medical Center standard PO terms and conditions available online at:

<https://wexnermedical.osu.edu/~media/Files/WexnerMedical/Utility/Footer-Pages/Supplier-Interaction/OSUHS-PO-Terms-and-Conditions.pdf?la=en>

\*Important: If a potential for conflict of interest exists, or the company is prohibited to sign, or cannot agree to the certifications and all applicable PO terms and conditions; return completed form unsigned with an attached explanation.

Print Name	Title
Signature (Original Ink Only)	Date

The Ohio State University reserves the right to request information concerning, but not limited to: financial status of applicant, business references, names of principal shareholders of corporation, and equal employment opportunity compliance.

\*If you do not respond to inquiries for the above information, your name may be removed from our supplier database.



TYPE OF TRANSACTION:    ☐ NEW EFT                      ☐ CHANGE TO EXISTING                      ☐ CANCEL EFT  
                                          Sections 1, 2, 4 REQUIRED                      Sections 1, 2, 3, 4 REQUIRED                      Sections 1, 2, 4 REQUIRED

PAYEE NAME:
ADDRESS:
CITY, STATE, ZIP + 4:
CONTACT PERSON:
CONTACT PHONE:
CONTACT EMAIL:
PAYMENT REMITTANCE EMAIL:
FEDERAL TAX ID or SSN:

FINANCIAL INSTITUTION NAME:	PHONE:
ACCOUNT NUMBER AT ABOVE INSTITUTION:	
TRANSIT ROUTING/ABA NUMBER:	
CONTACT PERSON:	
CONTACT PHONE:	

FINANCIAL INSTITUTION NAME:	PHONE:
ACCOUNT NUMBER AT ABOVE INSTITUTION:	
TRANSIT ROUTING/ABA NUMBER:	
CONTACT PERSON:	
CONTACT PHONE:	

This authorization agreement is effective as of the signature date and is to remain in full effect until revoked by the vendor in writing, or terminated by The Ohio State University (the university). As a representative of the vendor, you authorize the university to initiate credit entries to your account in the financial institution identified above and also debit entries, if necessary, for any credit entries that are determined to be in error. Once EFT has been set up, all payments will be made via EFT.

- It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information. Please report changes 30 days prior to change.
- If the account information changes, you are agreeing to submit an updated EFT Authorization Agreement, and voided check or bank letter
- EFT payments may take several days for processing through the banking system before they appear in your bank account.
- When an EFT payment is processed, a system generated remittance email is sent containing the payment information, and an Excel attachment.
- The system generated e-mails can go only to the address specified on the EFT form. Multiple e-mails cannot be sent.
- HTML format is required to read and open the system generated EFT remittance e-mails and attachments.
- It is the vendor's responsibility to "white list" APNotify@ctrl.ohio-state.edu , OSURF\_Direct\_Deposit@rf.ohio-state.edu, to ensure e-mails are received properly.
- If the remittance e-mails are not being received, contact the university to see if the email was returned "undeliverable" at [apcustomerservice@osu.edu](mailto:apcustomerservice@osu.edu); If the e-mails are not being returned to the university as "undeliverable" this indicates that they were successfully sent, and there is an issue on the receiving end. You will need to contact your IT department to resolve the issue. The university will not re-create remittance notifications due to your inability to properly receive or handle e-mails.
- Failure to properly hand EFT remittances and apply EFT payments may result in termination of payments via EFT.

\*On Official Bank Letterhead; \*Dated (with a "current" date); \*Name(s) of Authorized Signers(s); \*Business Name / DBA that applies to this account  
\*Routing # and Account # for ACH; \*A statement verifying the account is in "Good Standing" as of the date on the letter; \*Signed by a Branch Manager showing their legible, printed name and title;  
\*An active phone # of the signing officer (hours to be reached): \*EIN or last 4 digits of SSN

NAME:	TITLE:
SIGNATURE:	DATE:

**BF-PRSM-Webform@osu.edu**



## Vendor Setup Form Instructions

Thank you for your interest in The Ohio State University. This form is used to add a new vendor to the vendor database, or to change information to an existing vendor. Purchase orders and payments can only be issued for vendors that are in the database. We have provided this information to assist you in completing the required University form.

### Return the completed form to your University contact. (Pages 1-3 only)

All information on this form is required unless noted.

**Note:** If the tax classification of "Individual" is selected, complete only page 1. All others must complete both page 1-3.

### Page1: IRS Substitute W-9

Page 1 of this form is a Substitute W-9. Per the IRS, "If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9." (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

#### General Information

<b>OSU Employee</b>	Check YES or NO if you are currently an OSU employee. If you select yes, you will be contacted for further information.
<b>Individual or Legal Business Name</b>	Enter the complete Individual or Legal business name. This is the name used with the IRS.
<b>Business/ Disregarded Entity name (DBA) Addresses</b>	<p>Enter if applicable. (DBA= Doing Business As) certain vendors may use a business name that is different than the name they use with the IRS.</p> <p>Enter all applicable addresses:          Address-Payee's residence or Order-to location.          Remit To Address- Address where payment should be sent.          US Addresses should contain ZIP Code +4 <a href="https://tools.usps.com/go/ZipLookupAction_input">https://tools.usps.com/go/ZipLookupAction_input</a>          Foreign Address- Required for all Non-resident Aliens; must include US address if currently residing in the US.</p>
<b>Phone/Fax/Email</b>	Enter all information.

#### Federal Tax Classification

<b>Tax Classification</b>	<p>Check the appropriate box (as defined by the IRS. Reference IRS form W-9 Specific instructions, Page 2, Name.)</p> <ul style="list-style-type: none"> <li>Individual*: If you are an individual, also provide your date of birth              *You only need to fill out page 1 of the form             <ul style="list-style-type: none"> <li>Check one of the following as it pertains to you:                 <ul style="list-style-type: none"> <li>US Citizen</li> <li>Resident Alien</li> <li>Non-Resident Alien: provide your country of citizenship. If already in the US or coming to the US, provide copy of your passport and proof of visa type. You may be contacted for further information.</li> </ul> </li> </ul> </li> <li>Sole Proprietor/ Single Member LLC (disregarded): provide your date of birth</li> <li>Other: provide tax classification if not listed on form</li> <li>FATCA: <a href="http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA">http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA</a> <ul style="list-style-type: none"> <li>Enter your reporting and exempt payee code (if applicable)</li> </ul> </li> </ul>
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#### Taxpayer Identification Number

Enter the IRS issued Federal Employer Identification Number (FEIN) or a Taxpayer Identification Number (TIN). Individuals must list their Social Security Number (SSN). This will be a nine digit number.

#### Certification

Enter your name, date and title. Signature must be in ink; electronic signatures are not acceptable at this time.  
 Strike through if certification does not apply to you and provide explanation as to why.



Page2: Vendor Profile and Business Status Certification

**Business Information**

**Individual or Legal Business Name**

Enter the complete Individual or Legal business name. This is the name used with the IRS.

**Business/  
Disregarded Entity  
name (DBA)**

Enter if applicable. (DBA= Doing Business As) certain vendors may use a business name that is different than the name they use with the IRS.

Enter all information as requested

If Foreign entity is selected, you must provide an appropriate W8 form (as required by the IRS)

<http://www.irs.gov/> (search W8)

**Payment Information**

The preferred method of payment for The Ohio State University is EFT (Electronic Funds Transfer) via Automated Clearing House (ACH). The university has developed standard terms for supplier payments as detailed on page 2. Please select one option.

**Federal Supplier Certifications** US based Suppliers Only

Complete this section with classification status as defined in [Federal Acquisitions Regulations](#) (FAR) 19.1. It is recommended that you register your company with the U.S. System for Award Management: <https://sam.gov/SAM/> Select all that apply.

**Ohio Supplier Certifications** Ohio based Suppliers Only

Complete this section for all applicable Ohio supplier certifications; see <https://ohio.gov/wps/portal/gov/site/government/topic-hubs/transparency/transparency>  
Attach additional documents as necessary.  
Verify No Findings for Recovery and select appropriate box.  
Indicate the name of the **county** where the business is located in Ohio.

**Certification**

Read and understand the certification.

Enter your name, date and title. Signature must be in ink; electronic signatures are not acceptable at this time.