

VENDOR ID FORM

Please complete this form to input your information into Loyola's vendor system. **ALL** fields are required to make sure we have the correct contact, order-to, and remit-to information.

Name (as shown on your income tax return):	SSN or Employer Identification Number (will be verified via IRS): _____
Business name (Disregarded entity), if different from above (Companies only):	
<u>Check Appropriate Box (Mandatory):</u> Ind/Sole Prop: ____, C Corp ____, S Corp ____, Partnership ____, Trust/Estate ____ Limited Liability Company: LLC-C ____, LLC-S ____, LLC-P ____, Other ____	
Description of Products/Services Provided (Mandatory): 	

<u>POINT OF CONTACT INFORMATION: (for company orders or individual reimbursements, put N/A in Name & Company):</u>		
Name: _____ / Email: _____		
Phone: _____	Fax: _____	
Company (or individual) address: _____		
City: _____	State: _____	Zip: _____
Country: _____	Foreign Province (if applicable): _____	
Point of contact name and email address for Rep / Sales person (if different from above): Name _____ / Email: _____		
Company website address: _____		

REMIT-TO INFORMATION (This section MUST be completed). If the remit address is the same as above, please indicate in the Alternative Remittance (i.e. "Same as Above"). If left blank, we will not be able to enter your company (or you as an individual) as a Loyola University New Orleans vendor.		
Phone:		Fax:
Remit-to address:		
City:	State:	Zip:
Country:	Foreign Province (if applicable):	
Remit-to email address:		
Remit-to point of contact name:		

What is the Loyola University New Orleans Customer # associated with our account? (if there is one?)

This is REQUIRED:

In the future, the University will be issuing payments via electronic transfer, ACH, etc. Will you accept payments via electronic transfer? _____

What email address should all electronic payment correspondence be emailed to?

Vendor Rep name: _____ Date: _____

Loyola contracts with Avalara to obtain the IRS Form W-9. You will be receiving an e-mail from Track W-9 by Avalara requesting that you complete an electronic W-9 form on their secure site. Please complete the form and we will proceed with setting up your vendor profile and processing any necessary payments.



Powered by [Track1099 by Avalara](#)

IRS W-9 Request from **Loyola University New Orleans**