

Southeastern Louisiana University
SUPPLIER SETUP FORM

Complete and FAX to (985) 549-3810 Questions? Call (985) 549-2064 or send an email to purchasing@southeastern.edu

*Type of Request <input type="checkbox"/> New Request <input type="checkbox"/> Change – Select type(s) of change	<input type="checkbox"/> Tax Id <input type="checkbox"/> Legal Name <input type="checkbox"/> Entity Type <input type="checkbox"/> Banking Information <input type="checkbox"/> Remit Address <input type="checkbox"/> Order Address <input type="checkbox"/> Contact Information
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***Taxpayer Identification Number (TIN)** (Provide ONE only)

<u>Social Security Number (SSN)</u> - -	<u>Employer Identification Number (EIN)</u> -	<u>Individual Taxpayer Identification Number (ITIN)</u>
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***Supplemental Information**

Are you a Foreign Individual/Organization (Non-US Citizen)? Yes No

Are you a current or retired member of Teacher's Retirement System of LA (TRSL)? Yes No

***Entity Name**-Must provide Legal Name (*Must match SSN or FEIN given. If Individual or Sole Proprietorship enter First, Middle, Last Name)

Legal Name: _____ DBA: _____
(if applicable)

Remit To Address and Contact

Street Address or PO Box: _____

City: _____ State: _____ Zip Code: _____

Region/Province: _____ Country: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ E-Mail: _____

Financial Institution Information (Direct Deposit Payment)

Bank Name: _____ Check here if outside the United States

Bank Address: _____ Country: _____

City: _____ State: _____ Zip Code: _____

Nine Digit Routing Number: _____ Bank Account Number: _____ Checking Savings

Accounting Department Information	Order Information Email:
Contact Name: _____	
Title: _____	
Phone: _____	
E-Mail: _____	

I hereby authorize and request Southeastern Louisiana University to initiate credit entries and if necessary, a debit entry in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error, to my account at the financial institution named. The electronic payment is to remain into effect until withdrawn by written notification to the University.

Yes No – Will the payments you receive from Southeastern Louisiana University be deposited/transferred to an account outside of the United States? (Yes means receipts are transferred outside the U.S. No means receipts are not transferred outside the U.S.)

Signature below signifies the acceptance of the above terms and conditions:

Signature	Job Title	Date
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To be completed by Accounts Payable personnel:		
Vendor# _____	Date: _____	Entered by: _____