

VENDOR REGISTRATION INFORMATION FORM

I. Instructions

Complete the form and follow the instructions in the email you received in order to securely send the completed form(s) to UMW. For details, see [What is Required to make payment to a Vendor/Supplier/Payee \(business or individual\)? - Accounts Payable](#)

Please Specify: New Application Revised Application

Name & Department of UMW contact you are working with:

II. Vendor/Payee Identification - This section should match your W-9

FEIN/SSN/TIN:

Vendors (payees) that are established as an individual, self-employed, or sole proprietorship must provide either their Social Security Number (SSN) or Taxpayer Identification Number (TIN). All other vendors, such as corporations or partnerships, must provide their Federal Employer Identification Number (FEIN).

Legal Name:

(Must match the Social Security Number, if applicable)

To avoid delays in payment, please be sure to provide the SSN, EIN or TIN that matches the Legal Name on the form. UMW cannot make payment if the legal name doesn't match the name that the IRS shows related to the SSN, EIN or TIN provided on the form. For more information see the instructions on page 3 of the COV substitute W-9.

Business Name:

(Must match the Social Security Number, if applicable)

III. eVA Vendor Registration Information

eVA is the gateway for vendors to conduct business with state agencies and public bodies. Vendors desiring to provide goods and/or services to the University of Mary Washington shall participate in eVA www.eva.va.gov/index.html

eVA Registered? Yes No If yes, what is your eVA vendor customer code?

If you provide a good or service to the Commonwealth of Virginia (UMW) and are not a registered vendor in eVA, you may register [here](#).

If you have any questions regarding this process, please contact UMW Procurement Services at procure@umw.edu.

You may also contact eVA Customer Care for assistance by going [here](#).

IV. Payment Information

Does the payee above accept credit cards for payments up to and including \$50,000? Yes No

Are you interested in being paid via ePayables? Yes No

Payment terms are more favorable at net 16 instead of net 30.

For more information about ePayables, see [http:// adminfinance.umw.edu/ap/epayables/](http://adminfinance.umw.edu/ap/epayables/) or email invoices@mail.umw.edu.

Invoices must be submitted directly to the Accounts Payable office. If invoices are sent to any department other than the Accounts Payable office, your payment could be delayed. Invoices should be sent by US Mail or sent to the Accounts Payable mailbox at invoices@mail.umw.edu. For faster payment options visit umw.edu/vendor.

V. Certification of Information Provided

Does the payee employ more than five people and will the contract be \$10,000 or more? Yes No

The Code of Virginia requires contractors to be in compliance with the FAIR EMPLOYMENT CONTRACTING ACT in accordance with [§2.2-4200](#) and [§ 2.2-4201](#) during the performance of the contract.

Signature

Print Name and Title

Date