

# VENDOR ACKNOWLEDGEMENT LETTER

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Becoming a vendor for Undergraduate Student Life allows you to be paid through Columbia University's central Accounts Payable department.

The vendor setup process requires anyone interested in doing business with Columbia to provide tax and banking information. US-based companies and individuals must provide a W-9 that includes their social security or tax ID (ITIN) number. Foreign companies and individuals must provide a W-8 BEN or W-8 BEN-E form that includes their foreign tax identification number. Additionally, if you wish to set up ACH/direct deposit, you will be asked to provide your banking information through our online vendor portal, and confirm this banking information via phone.

As a not-for-profit, Columbia University is exempt from paying sales tax to vendors in certain states. The states that provide sales tax exemption status to Columbia University are listed below. Columbia does not pay sales tax on invoices from vendors located in these states. If sales tax is included on an invoice from such a vendor, we will subtract that amount from the gross amount prior to processing the invoice.

States Allowing Tax Exemption: Colorado, Connecticut, Florida, Idaho\*, Kentucky, Maine, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Jersey, New York, North Dakota, Ohio, Rhode Island, Tennessee, Texas, Utah, Vermont, Wisconsin, Wyoming (*\*Requires Filing*)

Once you have been successfully setup as a vendor in Columbia's system, payments can be made to you. Payment processing takes approximately 20-25 business days from the date the invoice or payment request has been received, unless otherwise specified. Payment may take longer during peak periods. Peak periods for Undergraduate Student Life are late December through early January, the month of April, and mid-June through early July.

If you are interested in joining our vendor list, please sign below and return to your contact in Undergraduate Student Life. This form will be used to initiate the vendor setup process that will allow you to do business with Undergraduate Student Life and the University community.

### **Acceptance Statement**

By signing below, I agree to the terms above and am authorizing the business or individual stated below to be added to the Columbia University vendor list for the department of Undergraduate Student Life.

**Business Name (if applicable):** \_\_\_\_\_

**Name of Individual Completing This Form:** \_\_\_\_\_

**Signature of Authorization:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

### **Office Use Only**

Student Group Name: \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_

