



950 Main St.  
Worcester, MA 01610

Vendor Information Form

Return completed form to Clark departmental contact.

Type or print clearly - illegible documents will not be accepted. This form is required for any vendor to receive payment.

**(1) General Information**

|             |  |
|-------------|--|
| Legal Name: | Last 4 Digits of Tax ID or Social Security Number: |
| DBA:        |  |

| (2) Address Information | Payment Address | Purchase Order Address<br>(If different than payment address) |
|-------------------------|-----------------|---|
| Address Line 1          |                 |   |
| Address Line 2          |                 |   |
| City, State, Zip        |                 |   |
| Contact Name            |                 |   |
| Phone number            |                 |   |
| Email Address           |                 |   |
| Fax Number              |                 |   |

**(3) Business Purpose**

|   |   |
|---|---|
| <input type="checkbox"/> Services <input type="checkbox"/> Merchandise <input type="checkbox"/> Other | Briefly describe goods/services to be provided: |
|---|---|

**(4) IRS Requirements**

This form must be accompanied by the appropriate IRS form as listed below. Please check the applicable box that best describes the status of the individual or company completing this form.

- Company or business based in the United States (US). Must provide a completed form [W-9](#).
- Company or business that is based outside the US. Must provide a completed form [W-8BEN-E](#).
- Individual who is a US citizen or US resident alien. Must provide a completed form [W-9](#).
- Individual who is not a US citizen or US resident alien. Must provide a completed form [W-8BEN](#).

**(5) General Terms for Doing Business with Clark University**

By completing this form, vendor agrees to the following terms:

- All credit purchases originating from Clark University must either be accompanied by a purchase order or paid with a valid Clark University procurement card (VISA card). Any purchase made without the issuance of an approved University purchase order or valid University procurement card shall be considered an unauthorized, non-binding purchase.
- Unless alternate arrangements are made, all Clark purchase orders will be issued electronically (email or fax).
- Clark's purchase order number must be included on all invoices.
- Payment terms are considered to be Net 30 unless otherwise negotiated. Vendors are encouraged to provide cash discount terms on their invoices.
- Completing this vendor information form is not a guarantee of future business or solicitation.

Name of Person completing this form:

Contact Information, ie telephone # and/or email address:

Title:

Date:

**Clark Departmental Information (to be completed by department requesting this form)**

|                  |                     |
|------------------|---------------------|
| Department Name: | Department Contact: |
| Phone Number:    | Department Name:    |