

# University of Florida – Supplier Tax Information Form

Use this form ONLY if you are a **U.S. person or entity** (including U.S. resident alien).

**Collection and Use of Social Security Number** - The request for your SSN or other Taxpayer Identification Number by University Disbursement Services is mandated by 26 U.S.C. 6041 and related IRS regulations. If you have questions about the collection and use of Social Security numbers at UF, please visit: <http://privacy.ufl.edu/SSNPrivacy.html>

If you are a **foreign person or entity**, please contact payroll-services@ufl.edu.

## Part 1 – General Information:

Name \_\_\_\_\_ Taxpayer ID Number (SSN or EIN) \_\_\_\_\_

Business Name (DBA) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Payment type (Please select/checkmark method):      **ACH (Direct to your bank)**      **EPayables**

### Expenditure type:

For these expenditure types, skip to Part 4 of this form. If none of these apply, continue to part 2.

|  |  |                                       |                                  |
|--|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Guest Speaker | <input type="checkbox"/> Human Subject - HSP | <input type="checkbox"/> Exam Proctor | <input type="checkbox"/> Royalty |
|--|--|---------------------------------------|----------------------------------|

## Part 2 - Tax Status:

**Individual** – If the supplier is a current UF employee, provide UFID, current job title and a brief description of the current UF job

UFID: \_\_\_\_\_ Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Duties (describe or attach a copy of the current job description):  
\_\_\_\_\_  
\_\_\_\_\_

**Sole Proprietor (or an LLC with one owner)** – The Taxpayer ID Number listed above must match the name given on the "Name" line to avoid backup withholding.

**Partnership (or an LLC with multiple owners)**

**Corporation or tax exempt entity**

## Part 3 – Employee/Independent Contractor Determination for services provided: (Attach any supporting documentation to the form)

1. Briefly describe the work/service to be provided (include a copy of any contract, memorandum of understanding or scope of services, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you a former UF employee?  No  Yes If yes, will the proposed work/service be the same or similar to the work you performed while a UF employee?  No  Yes If yes, approximate date of termination: \_\_\_\_\_

3. Does the work/service involve teaching of students?  No  Yes If yes, the course is  for degree credit  not for degree credit ([http://www.aa.ufl.edu/Data/Sites/18/media/policies/independent\\_contractors\\_policy.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/policies/independent_contractors_policy.pdf))

4. When will the work/service be performed? Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Frequency/Duration: \_\_\_\_\_  
\_\_\_\_\_

5. Where will the work/service be provided (from home, UF-provided workspace/office, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_

6. What training, instruction, and supervision will be provided by UF regarding the proposed work/service? (Please describe.)  
\_\_\_\_\_  
\_\_\_\_\_

7. Will UF provide supplies, equipment, materials, or tools to accomplish the work/service?      No      Yes(Please describe.)  
\_\_\_\_\_  
\_\_\_\_\_

8. Do you perform similar work/service for other clients or customers in a business capacity?       No       Yes

9. Will you be reimbursed for any expenses that you incur while performing the proposed work/service?  No  Yes (Please describe)

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10. What is the total expected compensation for the work/services performed? Actual \_\_\_\_\_ Projected \_\_\_\_\_

11. How will costs be billed and paid (invoice based on actuals, per task completion, hourly rate, etc.) and at what payment frequency?

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**Part 4 – Authorized UF Users:**

Suppliers must complete this section to authorize a UF employee to manage their supplier profile. This authorization is valid for one year.

By completing this form, I authorize the UF employee(s) listed below to become a(n) authorized user(s) to access my supplier profile.

|       |       |        |
|-------|-------|--------|
| UFID: | Name: | Email: |
| UFID: | Name: | Email: |
| UFID: | Name: | Email: |

**Part 5 – Certification:**

Under penalties of perjury, I certify that:

1. The taxpayer identification number provided on this form is correct (or I am waiting for a TIN to be issued to me), **and**
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. Person (including a U.S. resident alien).
4. As a supplier performing service for the University of Florida, I understand that I am not covered under the State of Florida Worker's Compensation Law (F.S. 440) and it is my responsibility to obtain personal liability insurance. I am also aware that all taxes attributable to any service that I render to the University of Florida are my responsibility.

|   |                     |                |               |
|---|---------------------|----------------|---------------|
| _____<br>Signature of U.S. Person (Payee) | _____<br>Print Name | _____<br>Phone | _____<br>Date |
|---|---------------------|----------------|---------------|

Once completed, please be sure to attach this form to your online portal registration.