

**There are 28 required fields remaining highlighted in yellow with mini-dots.**

### Prerequisite Questions

Is your company filling out this form to update current information on file with Emory? If not sure, select 'No' from drop down box.

No

Is your company the direct output of a merger, acquisition, or spinoff?

No

### Company Name and Information

Legal Full Name:

DBA Name, if Different:

DUNS Number:

Contact Name:

Contact Phone Number:

Contact Email:

Taxpayer Identification Number (Select Type):

Select the appropriate entity type for federal tax classification:

Would your company identify as a small and/or diverse business?

### Legal Mailing Address

Address Line 1:

Address Line 2:

City:

State:

ZIP Code:

Phone:

Email:

### Shipping Address

Method to Receive Orders:

Is the Shipping Address and contact information exactly the same as the Legal Mailing Address?

### Remit to Address (Billing Address)

Is the Remit to Address (Billing Address) and contact information exactly the same as the Legal Mailing Address?

<b>Certifications</b>	
Under penalties of perjury, I certify by electronically signing below.	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).	
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 a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.	
3. My firm is not currently debarred, suspended, or proposed for debarment by any federal entity and I agree to notify Emory University Payment Services of any change in status.	
4. My firm does not currently have any employees, vendors, or other types of contractual relationships in place with parties on the U.S. Department of Treasury Office of Foreign Assets Control Specially Designated National (SDN) List. This list can be found at the following URL: <a href="http://www.ustreas.gov/offices/enforcement/ofac/sdn/">http://www.ustreas.gov/offices/enforcement/ofac/sdn/</a>	
5. Are you or any Officer, Owner or Partner in this company an employee of Emory University?	
6. Is a direct family member of any of the above an Emory University employee (spouse, partner, etc.)? Any existing or proposed relationship, transaction, or other event which may raise a conflict of interest is to be disclosed. For detail, click here:	
7. Emory offers 2 standard payment term options. The first is Net 0 which is through the SUA Program. The second is Net 30. For more information on SUA, please view the comment by hovering your mouse over this box. Please select your preference.	
9. Emory highly encourages that your company be registered with The System for Award Management (SAM) because not doing so can preclude you as a supplier for contracts that Emory has with the U.S. government. For additional information and to register, please visit <a href="https://www.sam.gov/">https://www.sam.gov/</a>	
I declare under penalty of perjury (under the laws of the United States of America) that the information provided on this form is true and correct.	

<p>Company Authorized E-Signature:</p> <p>(Please type your First and Last Name)</p> <p>Please understand that your electronic signature, E-Signature is the legal equivalent of your manual signature on this form and that by typing your name you agree to be legally bound by the statements and information provided. Your E-Signature further confirms that you are authorized to provide this information and that no certification authority or other third party verification is necessary to validate your E-Signature.</p>	
Date of Signature:	