



ATTENTION SUPPLIERS: Complete all eight sections of this form and return the completed form to the NU person who provided this form to you. Please note your payment may be delayed until NU receives this completed form. Please contact the Tax Department (g.menin@northeastern.edu, 617-373-7503) with questions about how to complete this form.

### **Basic Identifying Information**

1. Name (Individual or Business): \_\_\_\_\_
2. Address  
Number and Street: \_\_\_\_\_ City: \_\_\_\_\_  
State/Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_
3. Contact Information:  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ URL: \_\_\_\_\_
4. Contact Name (if different from above): \_\_\_\_\_

### **Please respond to the following important questions:**

5. What is your country of citizenship, incorporation, or formation? \_\_\_\_\_
6. What is your country of residence for tax reporting purposes? \_\_\_\_\_
7. What will you be supplying to NU? (mark all that apply)
  - A. Good: Please describe the good \_\_\_\_\_
  - B. Service: Please describe the service \_\_\_\_\_  
**AND** the location(s) where services will be performed (select one):  
i. Entirely within the US    ii. Entirely outside the US    iii. Inside and Outside US  
Identify location \_\_\_\_\_
  - C. License: Please describe what is being licensed \_\_\_\_\_
  - D. Lease: Please describe what is being leased and the location of use \_\_\_\_\_
  - E. Other: Please describe \_\_\_\_\_

**8. I certify that to the best of my knowledge and belief the information on this form is correct as of the date hereof and that, if any information on this form ceases to be correct, I will submit a replacement international supplier registration form to NU (g.menin@northeastern.edu) promptly.**

**Supplier signature** \_\_\_\_\_ **Date** \_\_\_\_\_

In accordance with United States Tax law, NU will not withhold taxes from the invoiced amount for the following: (1) goods OR (2) services performed entirely outside the United States OR (3) leases of property used entirely outside the United States.

NU will withhold 30% taxes from the invoiced amount for the following: (1) services performed in the United States; (2) software, data, copyright, or intellectual property licenses or royalties; and (3) leases of property used in the United States. If you believe that you are exempt from withholding, please provide us with evidence of exemption using the applicable forms below:

- **Form W-8BEN** if you are an individual. A U.S. taxpayer ID or foreign taxpayer number is required.
- **Form W-8BEN-E** if you are an entity. A U.S. taxpayer ID or foreign taxpayer number is required.
- **Form W-8IMY** if you are an intermediary or other flow-through entity. A withholding statement and underlying documents are required.
- **Form W-8ECI** if you conduct a trade or business in the US. A U.S. taxpayer ID is required.
- **Form 8233** if you are a non-resident individual alien providing personal services. A U.S. taxpayer ID is required.

**Vendor ID (Internal Use)** \_\_\_\_\_