

FINANCE

WE BUILD CONNECTIONS THAT COUNT



INTERNATIONAL SUPPLIER REGISTRATION

ATTENTION SUPPLIERS: Please complete all sections of this form and return the completed form to the Northeastern University person who provided this form to you. Please note your payment may be delayed until Northeastern University receives this completed form. Please see the guidance accompanying Line 7 to determine if you must also complete an IRS form.

BASIC IDENTIFICATION:

1. NAME (INDIVIDUAL OR BUSINESS) _____
2. BUSINESS NAME (IF DIFFERENT FROM ABOVE) _____
3. TAX IDENTIFICATION NUMBER (TIN) _____

4. PERMANENT RESIDENCE ADDRESS

MAILING ADDRESS *(if different than permanent address)*

NUMBER AND STREET

NUMBER AND STREET

STATE/REGION

STATE/REGION

COUNTRY

COUNTRY

CITY

CITY

POSTAL CODE

POSTAL CODE

5. CONTACT INFORMATION

CONTACT NAME *(if different from above)*

EMAIL ADDRESS

PHONE NUMBER

URL

PLEASE RESPOND TO THE FOLLOWING IMPORTANT QUESTIONS:

6. What is your country of citizenship, incorporation, or formation? _____
7. What will you be supplying to Northeastern University? (mark all that apply)
 - a) Goods / Merchandise / Supplies: Please describe: _____
 - b) Services: Please describe the type of service: _____
AND the location(s) where services will be performed (select one) Entirely within the US Entirely outside the US Inside and Outside US
Identify location: _____
 - c) License: Please describe the type of license: _____
 - d) Lease: Please describe the type of property and the property's location: _____
 - e) Other: Please describe: _____
8. Please select the appropriate entity type for the entity identified on Line 1 (*Must Check One Box Only*): Corporation Partnership Simple Trust Grantor Trust Complex Trust Estate Government Private Foundation Tax-Exempt Organization International Organization Intermediary or Other flow-through Entity Individual

CERTIFICATION

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that: The individual or entity identified on Line 1 of this form is the beneficial owner of all the income to which this form relates, is using this form to certify its status for chapter 4 purposes, or is a merchant submitting this form for purposes of section 6050W; The individual or entity identified on Line 1 of this form is not a U.S. person; The income to which this form relates is: (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income; **and** For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which the entity on Line 1 is the beneficial owner or any withholding agent that can disburse or make payments of the income of which the entity on Line 1 is the beneficial owner.

I agree that I will submit a new form within 30 days if any certification on this form becomes incorrect.

Sign Here

Print Name

Date

I certify that I have the capacity to sign for the entity identified on Line 1 of this form.



Northeastern University

INSTRUCTIONS FOR INTERNATIONAL SUPPLIER REGISTRATION

Section references are to the Internal Revenue Code unless otherwise noted.

Line 1. Enter your legal name – i.e., this name should match the name on your tax return. If you are a disregarded entity or branch, do not enter the business name of the disregarded entity (DRE) or branch here. Instead, enter the legal name of the entity that owns the disregarded entity (looking through multiple disregarded entities if applicable) or maintains the branch. Enter the name of the DRE on Line 2.

Similarly, if you are a non-U. S. individual who is the single owner of a disregarded entity, you should complete this form with your name and information. However, if the account to which a payment is made or credited is in the name of the disregarded entity, you should inform Northeastern University of this fact by including the name of the DRE on Line 2 of the form.

Line 2. If the account to which a payment is made or credited is in the name of a disregarded entity, input the DRE's name here.

Line 3. Enter your Tax Identification Number here.

Line 4. Enter the permanent residence address of the entity or individual identified on Line 1. Your permanent residence address is the address in the country where the entity or individual claims to be a resident for purposes of that country's income tax. Do not show the address of a financial institution (unless you are a financial institution providing your own address), a post office box, or an address used solely for mailing purposes unless it is the only address used by the entity and such address appears in the entity's organizational documents (i.e., your registered address). If you do not have a tax residence in any country, the permanent residence address is where you maintain your principal office (if an entity) or where you normally reside (if an individual).

Enter your mailing address only if it is different from your permanent residence address.

Line 5. Please input the name, phone number and email address of a person to contact in case Northeastern University has any questions regarding this form.

Line 6. If you are a corporation, enter your country of incorporation. If you are another type of entity, enter the country under whose laws you are created, organized, or governed.

If you are an individual, enter your country of citizenship. If you are a dual citizen, enter the country where you are both a citizen and a resident at the time you complete this form. If you are not a resident in any country in which you have citizenship, enter the country where you were most recently a resident. However, if you are a U. S. citizen, you should not complete this form even if you hold citizenship in another jurisdiction. Instead, provide Form W-9 (a copy of which can be found on the IRS website).

Line 7. Please complete this line as appropriate to help Northeastern determine whether it must collect additional documentation from you to determine its U.S. information reporting and withholding obligations. If you have any questions regarding how to complete this line, please contact: **Gary Menin, Tax Manager - g.menin@northeastern.edu.**

Line 8. Please check one box for the appropriate entity type for the entity identified on Line 1; you must check only one box. By checking a box, you are representing that you qualify for the classification indicated. You must check the box that represents your classification (for example, corporation, partnership, trust, estate, etc.) under U.S. tax principles.

- If you entered corporation, tax-exempt organization, private foundation, international organization, or government and you would like to make a **treaty claim**, please complete and attach IRS Form W-8BEN-E.
- If you are a non-U.S. individual and would like to make a **treaty claim**, please complete and attach IRS Form W-8BEN. However, if you are a non-U.S. individual providing personal services inside the U.S. and would like to make a treaty claim, please complete and attach IRS Form 8233 (not Form W-8BEN).
- If you are a U.S. entity or U.S. citizen or resident, please do not complete this form. Instead, you must complete IRS Form W-9.
- If you are a non-U.S. individual or entity claiming that income is effectively connected with the conduct of a U.S. trade or business within the U.S., then please complete and attach IRS Form W-8ECI.
- If you entered tax-exempt organization, international organization, private foundation or government and you do not want to make a treaty claim, please complete and attach IRS Form W-8EXP.
- If you entered “intermediary or other flow-through entity,” partnership, simple trust, or grantor trust and you would like to make a treaty claim for your underlying account holders, partners, etc., please complete and attach IRS Form W-8IMY and include all supporting documentation.

Certification

The International Supplier Registration must be signed and dated by an authorized representative or officer of the beneficial owner or participating payee (for purposes of section 6050W). The authorized representative or officer must check the box to certify that they have the legal capacity to sign for the entity identified on Line 1, which is the beneficial owner of the income. If the form is completed by an agent acting under a duly authorized power of attorney, the form must be accompanied by the power of attorney in proper form or a copy thereof specifically authorizing the agent to represent the principal in making, executing, and presenting the form. IRS Form 2848, Power of Attorney and Declaration of Representative may be used for this purpose. The agent, as well as the beneficial owner, payee, or account holder (as applicable), may incur liability for the penalties provided for an erroneous, false, or fraudulent form. By signing this form, the authorized representative, officer, or agent of the entity also agrees to provide a new form within 30 days following a change in circumstances affecting the correctness of the form.