



Supplier Verification Form: **Individuals Only**

Individual Suppliers are defined as individual people providing a good or service to the University of Pittsburgh in exchange for payment. Individuals providing a service as part of a community engagement project are also considered individual suppliers. This form is appropriate for those whose W9 forms identify them as an Individual/sole proprietor or single-member LLC.

Section 1: To be completed by the Individual Supplier

I. New Individual Supplier Information:

Individual's Name _____

Address of individual or single member LLC _____

City, State and Zip Code _____

County _____

Ph# _____ Email _____ Fax# _____

II. Type of Organization: (check one)

- U.S. Person, as defined by the IRS: If checked, complete and include IRS Form W-9.
 Foreign (non-U.S.) business or individual: If checked, complete and include an original IRS W-8 Series

Business Categorization – sections A & B (For LLCs only – not Individuals. Individuals skip to section III)

A. Does your business also fall into any of these categories? (check all that apply)

- *HUB Zone Small Business (SBA Certified) *Institute for Entrepreneurial Excellence (IEE) Member
 *LGBT Certified *Minority-Owned *Qualified Non-Profit for the Blind or Severely Handicapped
 *Service-Disabled Veteran-Owned *Small Disadvantaged Business (SBA Certified) *Veteran-Owned *Woman-Owned

B. Minority-Owned U.S. Business Enterprise Information (check all that apply)

- *African American *Native American *Aleuts, Alaskan American *Asian Indian American
 *Asian Pacific American *Hispanic American *MBE/WBE Certified: If checked, include a copy of the certificate.

III. Choosing your preferred payment method:

IMPORTANT: A link to enroll in J.P. Morgan's Integrated Payables platform will be sent to your email where you will set up a login to choose your payment method within their system.

Your payment type options are: Virtual Card, ACH/Direct Deposit or Check

Do not choose Virtual Card if you cannot accept a credit card payment. Virtual credit card payments are credit card payments made to the supplier by the University and should only be chosen by individual suppliers who can accept a credit card payment or who sign up to accept credit card payments. Standard credit card processing fees apply. If you are not currently set up to accept credit card payment but would like to begin that process, the University can share a list of credible companies for you to explore. Contact PPTcustomerservice@cfo.pitt.edu to obtain this listing. **Please note: For individuals who use PayPal, Venmo, Cash App, etc. Virtual Card payments cannot be accepted through those services. You will need to choose one of the other options.**

Individual Authorization

By signing below, the individual supplier hereby certifies and represents that the information provided is correct, current, and complete. The authorized individual supplier also certifies that he or she will notify the University of Pittsburgh of any changes to said information. The individual supplier further agrees to accept purchase orders based upon the University of Pittsburgh's general _____ and to provide _____ to the University as needed.

Individual's Name _____

Signature of Individual _____

Date Signed _____