



# THE UNIVERSITY OF TAMPA

## PURCHASING

### SUPPLIER REGISTRATION CHECKLIST

This checklist is intended for Prospective Suppliers registering via [The Supplier Registration Site](#).

**Note:** The registration site does not enable you to save your application before submission. To prevent re-entering your application, please ensure you have all of the below information completed/readily available before you begin your application.

### CHECKLIST

1. Completed Form W-9<sup>1</sup>
  - a. **If this form is not submitted, your application cannot be processed**

To receive payments via EFT:

2. Banking Information to complete our [EFT Form](#) (to receive faster payments via direct deposit)
  - a. If this form is not submitted, your payment will be remitted via check

Other documents, if applicable:

3. Current Certificate of Insurance
4. Engagement Letter
5. Statement of Work

### QUESTIONS?

If you have any questions, please e-mail [Purchasing@ut.edu](mailto:Purchasing@ut.edu).

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<sup>1</sup> For more information regarding Form W-9, please visit the [IRS website](#)