



Dear Regis University Vendor,

We are in the process of updating our records. We are requesting that our vendors fill out and return the attached W-9 (Request for Taxpayer Identification Number and Certification) form. Please mail to:

Regis University
3333 Regis Blvd. Mail Stop C-24
Denver, Colorado 80221

We are also extending the opportunity to our vendors to select a method of payment:

Check _____ Electronic Fund Transfer (Direct Deposit) _____

Payment by Check: (Complete the following information)

Mailing/Remit Address if different than W-9:

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Business Telephone: _____

Payment by Electronic Fund Transfer: (Complete the following information and send in along with a voided check or a letter from your bank to start process and a completed W9 form.)

Bank/Account: _____

Routing Number: _____ Account Number: _____

Email Address: _____ Business Telephone: _____

All Advices will be e-mailed.

I authorize Regis University to transfer funds for payments of goods or services into the account named above. I understand that Regus University requires this information to be current. Therefore, any changes to information provided on this form must be conveyed to Regis University, Accounts Payable Department C-24, 3333 Regis Blvd., Denver, Colorado 80221 at least 15 days in advance in writing or e-mail financialaffairs@regis.edu to ensure accurate processing. Please call 303-458-4352 with questions. I attest that all information provided on behalf of the individual/business is accurate to the best of my knowledge.

Authorized Signature of Vendor: _____ (Required for EFT Payments)

Print Signature of Vendor: _____ Date: _____