



**UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW**

COLLEGE USE ONLY	
Vendor #	
Payment Terms	
Set up initials	

NEW VENDOR INFORMATION FORM

Business Name:

Contact Name:

Contact Email / Phone:

1. Provide a fully-completed and signed IRS W-9 form:
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Indicate the general type of goods and/or services you will be providing to UC Hastings:

Type of good and/or service	Check here	Type of good and/or service	Check here
Tangible Goods		Attorney/Legal	
Trade Services (contractor)*		Medical	
Consultant		Other:	

3. Choose a payment method. Indicate your preferred method:

Preferred Payment method	Check here
VISA	
E-check (ACH)	

E-CHECK SIGN-UP

https://sites.uchastings.edu/purchasing/files/2014/10/e-check_authorization-1fn36gm.pdf

CONTRACTOR/TRADE SERVICE

You must be registered with CA DIR in order to do business with UCH.

<http://www.dir.ca.gov/Public-Works/PublicWorks.html>

CSLB License #:

CONTACTS

Accounts Payable 415-565-4748 ap@uchastings.edu
 E-check 415-565-4704 e-check@uchastings.edu
 Purchasing 415-565-4731 purchasing@uchastings.edu

Return this form with your e-check sign-up, if applicable, with your W-9

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