

**University of Houston System  
Vendor Setup Coversheet – Non U.S. Individual or Business/Organization**

If you are a non-US business/Organization, please complete the following:

Business Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax #: \_\_\_\_\_

If you are a non-US individual, please complete the following:

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Check this box if you are requesting a one-time refund. \*\*  
(must be approved by a UH Certifying Signatory or a designated person at UHCL/UHD/UHV

\_\_\_\_\_ )  
Name (print)                      Signature                      Date

Check this box if you are a UHS employee.

UH System person to notify when vendor setup is complete (optional): \_\_\_\_\_  
Email Address

Complete and fax this coversheet, a W-8 form, and a Direct Deposit Authorization form to Vendor ID (Fax # 713-743-0521). If you do not have a U.S. Bank Account, you do not need to complete/fax a Direct Deposit Authorization form.

\*\*If you are an individual requesting a one-time refund, you are only required to send this coversheet to your contact person in the UH System. The UH System contact will obtain appropriate approval on the coversheet and forward it to Vendor ID.