**CREDIT APPLICATION REQUESTS FROM A VENDOR**

When making a purchase, you may be asked by the vendor to complete a Credit Application. Departments should ***not complete and sign***credit or direct billing applications.

Note: The University generally does not permit the use of vendor or third party financing in connection with acquiring goods or services.

Because of the large number of requests for credit information, the following information serves to respond to vendor’s requests for credit information.

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| TYPE OF BUSINESS | Higher Education Institution, State University |
| YEAR ESTABLISHED | 1861 |
| SHIPPING INFORMATON | To be supplied at time of order |
| BILLING ADDRESS | In accordance with instructions provided with order |
| PROCUREMENT SERVICE, ADDRESS | University of Washington  Procurement Services  Roosevelt Commons West, 3rd Floor  4300 Roosevelt Way NE  Seattle, WA 98105 |
| FEDERAL EMPLOYER ID (EIN) | 91-6001537 |
| DUN AND BRADSTREET | 042803536 |
| SALES TAX REGISTRATION (UBI)  The University of Washington pays State of Washington sales or use tax on most purchases. Exceptions are purchase of items for resale or not subject to sales tax in accordance with the Revised Code of Washington. These purchases will be identified at time of order placement and will include the appropriate exemption information and or resale certificate. | C178 019 988 |

More detailed credit information, including trade references is available upon request. Please contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) for assistance.

The University Tax Office at <http://f2.washington.edu/fm/tax/home> provides additional tax related information.