

**Request for  
AU Tax Exemption Certificate or W-9**

DATE: \_\_\_\_\_

Tax Exemption \_\_\_\_\_ OR W-9 \_\_\_\_\_

**AU INFORMATION**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION ON WHERE TO SEND THE FORM:**

**VENDOR INFORMATION**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vendor Contact Email: \_\_\_\_\_

OR

Vendor Fax Number: \_\_\_\_\_

**REFERENCE # (any available)**

Account: \_\_\_\_\_

Customer: \_\_\_\_\_

Invoice: \_\_\_\_\_

Order: \_\_\_\_\_

OR

Scanned Attachment(s) \_\_\_\_\_

Is this purchase for resale? \_\_\_\_\_Yes \_\_\_\_\_No

Please email the completed form to [taxcert@auburn.edu](mailto:taxcert@auburn.edu).