

---

# **Animal Science**

Info Series: AS - B 446

---



---

**2017-2018**

**University of Tennessee**

**84 DAY**

**BULL TESTING PROGRAM**

**SR. BULL REQUIREMENTS**

**AND ENTRY**

**Rules and Regulations**

**Spring Hill, Tennessee**

**Middle TN Research & Education Center**

**University of Tennessee**

<http://animalscience.ag.utk.edu/>

**UNIVERSITY OF TENNESSEE  
BULL TESTING STATION**

1. **SPONSORS**

The UT Bull Testing Station is jointly sponsored by the University of Tennessee Extension Service, UT Agricultural Experiment Station, and the Tennessee Beef Cattle Improvement Association (TBCIA).

2. **PURPOSE**

(a) To provide a standard, impartial post-weaning gain test that will furnish records which will be useful to the consignor in his breeding program; (b) To provide a source of and market for completely performance tested bulls; and (c) To serve as an educational tool to beef cattle improvement and promotion.

3. **LOCATION AND LENGTH OF TEST**

The 84 day Senior test will be conducted at the Middle Tennessee Research & Education Center located 3 miles south of Spring Hill, Tennessee on Route 31.

4. **ADMINISTRATION AND MANAGEMENT**

The University of Tennessee and the TBCIA shall be responsible for collecting performance records and for the general supervision. The Station Director is responsible for feeding, weighing, and caring for the bulls on test.

5. **ELIGIBILITY OF CONSIGNORS**

(a) Breeders consigning bulls to the test should be enrolled in an official breed improvement program and be a member in good standing with the TBCIA; (b) Breeders outside of the State of Tennessee who are using their state BCIA or national breed association performance program and be associate members of the TBCIA, out-of-state breeders may consign up to 10 percent of the total number. **The test committee may adjust up or down from the 10 percent, depending on the test station space, TBCIA membership dues notice will be sent to all consignors after delivery and need to be paid before the sale.**

6. **NUMBER OF BULLS**

One hundred forty (140) is the maximum number of Senior bulls that can be tested. Should more than 140 senior bulls be consigned, the right is reserved to reduce consignments per breeder. Tennessee breeders will be given first priority.

**NOTE!! All bulls that are suspects as of genetic defect carriers (CA, AM & NH) must be DNA tested free in order to be eligible for the test. Suspects are those that are potential carriers as indicated in their pedigree. Bulls that are DDP must be genotyped to identify their status.**

7. **REQUIREMENTS FOR ENTRY**

- (a) Breed - Registered bulls of any recognized beef breed. All bulls must be recorded with a breed association and have a performance record (including EPDs) provided by the association.
- (b) Age - A senior bull test will be held if number of entries justify.

**2017-2018 Bull Testing Schedule**  
**\*\*NOTE CHANGE IN CLASSIFICATION OF SR**

	<u>Senior Bulls</u>
Birth dates	<b><u>Sept. 1, 2016-Dec. 20, 2016</u></b>
Nominations Deadline	Aug. 1, 2017
Delivery	Aug. 22, 2017
On Test	Sept. 4 & 5, 2017
28 Day Wt.	Oct, 3 2017
56 Day Wt.	Oct. 31, 2017
Off Test	Nov. 27 & 28, 2017
Sale	To Be Announced

(c) **Minimum Weaning Performance** (on farm)

- (1) Adj. 205 Day Wt. - 540 lbs. Non-Creep  
Adj. 205 Day Wt. - 580 lbs. Creep

-OR-

Minimum Adj. 205 - day weight ratio of 100 with at least 5 contemporaries.

- (2) **Quality** - It is highly recommended that breeders select consignments that are structurally sound and at least average in frame size for their particular breed. The right is reserved to turn down physically unsound or otherwise unsuitable bulls upon inspection when the bulls are delivered to the station.

(d) **Health** - All bulls must have been vaccinated for the following at least three weeks prior to and no more than 6 weeks at delivery:

IBR-PI3

BVD

BRSV

7-way Clostridium (ci. chauvoei, septicum, novyi, sordelli)

5-way Leptospirosis

Killed WART Vaccine – 2 Times

Tested negative for Anaplasmosis

All bulls must be accompanied by a health certificate from a licensed veterinarian indicating all vaccinations and blood tests. In addition all bulls must have a negative test for BVD **persistent infection** using either the IHC or ACE test. Tests are available at the state diagnostic lab. Bulls must have been treated for lice with a recommended systemic insecticide and dewormed prior to at least 3 weeks and no more than 6 weeks prior to delivery. A veterinarian will be at the station at delivery. Each bull will be given a complete physical exam to insure the health of all other bulls. **Any bull without proper health papers at time of delivery will not be allowed to enter the test.**

**Bulls originating from out-of-state must have health papers for interstate shipment regulations regarding TB and Brucellosis for transport to Tennessee.**

- (e) **Dehorning** - All horned bulls are encouraged to be dehorned and healed prior to delivery. If possible, horned bulls will be penned together.
- (f) **Birth weights** must be reported! No bulls accepted without actual birth weights.
- (g) Since bulls will not be fitted for the sale, it is recommended to clip hair coats as close as possible on bulls prior to delivery. This will help keep them clean throughout the test and improve their appearance at the sale.
- (h) **All entries** whose breed association has a sire evaluation program **must submit a copy of Registration Certificate!**
- (i) **Wild and/or unmanageable** bulls will be removed from or not accepted for the test.
- (j) **Tattoos** - All bulls must have a legible tattoo. Bulls without tattoos will not be accepted!
- (k) **Genomic Testing**. All bulls must be genomically tested prior to delivery with either HD50K, i50K, GGPLD or GGPHD. Genomic testing adds additional information that improves both EDP values and accuracy. It provides consignors a truer picture of which individuals have a better genetic profile prior to consignment. Bulls with the genomic test that meet TAEP Requirements will qualify for \$400 more cost share than those not tested.
- (l) **CONSENT OF DATA COLLECTED FOR RESEARCH PROJECTS**  
Bulls may be used in collection of data in studies of various projects that will have been approved by the University of Tennessee-Knoxville Institutional Animal Care and Use Committee (UTK-IACUC). Minimal risk will be involved as it will entail hair sample collection and/or tail bleeding. Information obtained from these studies may be used in a published media and/or used for educational purposes with individual animal identification to remain confidential.

8. **REQUIREMENTS FOR SALE**

All bulls meeting or exceeding the following requirements will be eligible for sale:

- (a) **Performance**
  - (1) 84-day test ADG - minimum ADG ratio of 80 within contemporary breed groups. If there are fewer than 5 bulls in a breed group, their ratios will be computed with the average of bulls of similar genetic size.
  - (2) Adjusted 365-day weight - minimum adjusted 365 day weight ratio of 80 within contemporary breed groups. If fewer than 5 bulls in a breed group, their ratios will be computed with the average of bulls of similar genetic size.
  - (3) Frame Size - Subjective evaluation and hip height measurements will be used to determine frame size. Those bulls scoring less than 5.0 will not be eligible for the sale. A frame size 5.0 bull should have a minimum 365-day hip height of 49 inches.

- (4) **INDEX** - A bull may qualify for the sale even if he does not ratio 80 on either Adjusted 365 day weight or ADG providing the average of his two ratios for those traits is at least 80. For example: If a bull's ratio on ADG is 75 and his ratio for Adjusted 365 day weight is 85, he could still qualify since the average of those two ratios is 80.

<u>Frame Score</u>	3	4	5	6	7	8
<u>Age</u>	<u>Hip Height (inches)</u>					
5 months	38	40	42	44	46	48
6 months	39	41	43	45	47	49
7 months	40	42	44	46	48	50
8 months	41	43	45	47	49	51
12 months	45	47	49	51	53	55

- (4) A qualified veterinarian(s) will be retained to evaluate bulls for reproductive and structural soundness at the end of the test. Any bull deemed unsound will be eliminated from the sale. Bulls failing BSE on initial exam for semen will be cataloged (at consent of consignor) and rechecked later prior to sale date. Those failing to pass the final exam will not be included in the sale.
- (a) To be eligible for the sale, a bull must:
- (1) Have no physical abnormality which will limit his breeding ability.
  - (2) Have no abnormality of the reproductive system which might limit his breeding ability.
  - (3) Have semen motility of at least 30%.
  - (4) Have normal sperm morphology of at least 70% and have a scrotal circumference of at least 31 cm. if of Bos taurus or Bos taurus cross breeding and 365 days old or older. Bulls less than 365 days old must have 30 cm.
  - (5) Have a scrotal circumference of at least 26 cm if of pure Bos indicus ancestry.
  - (6) Bulls failing to have an adequate semen score on the initial exam will be cataloged and will be rechecked one week prior to the sale. Those failing the final exam will not be sold.
  - (7) Bulls less than 12 months of age at off test date that fail sperm morphology will be cataloged and will be rechecked 1 week prior to the sale. Those failing final exam will not be sold.
- (b) **Health** - All bulls must have a negative Brucellosis test when feed test ends.
- (c) Unruly (wild) or unmanageable bulls will not be sold.
- (d) The consignor may retain a semen breeding interest in any bull but full possession must be sold. This does not imply that all bulls passing the test must sell but that there will be no fractional possession sales.

- (e) Bulls failing to meet eligibility requirements for the sale must be sold for slaughter or removed from the test station prior to sale day.
- (f) The test station sale will be a public auction.
- (g) **No bull will be cataloged** for sale whose owner does not supply a copy of the registration certificate to the management by the 56-day weigh period. Likewise, **any bull whose pre-weaning and weaning performance is not complete is subject to not being cataloged.**
- (h) All bulls qualifying for the sale will be freeze branded.

## 9. **COST**

- (a) **Nomination Fee** - \$200 per head to be paid when nominated. This \$200 will be used to partially offset testing cost and pay for insurance premium on each bull consigned. If a breeder fails to deliver a nominated bull, \$15 of the nomination fee will be forfeited. If a bull is not acceptable upon delivery, the total \$200 nomination fee will be refunded.
- (b) **Labor and Handling** - A 88 cents per day charge for complete management, feeding, and care will be charged per bull in the Senior test.
- (c) **Feed Costs** - The bulls will be penned by age, breed and size insofar as possible throughout pens. Feed consumed per pen will be recorded and each bull per pen will be charged a pro-rated share. The test manager will act in the interest of the breeders in contracting for the feed.
- (d) **Insurance**- TBCIA has initiated a self- insurance program of \$25/bull to offset feed costs in case of mortality. **This insurance is available only to active enrolled TBCIA members that are either in or out of state.**
- (d) **Veterinary Cost** - Special veterinary services and drugs for individual bulls will be charged to the breeder at cost. Veterinary services required as special precautionary measures for the welfare of all animals on test will be prorated on a fair and equitable basis.
- (e) **Advertisement** - All bulls consigned to either test will share in advertisement of their respective sale since it is purchased prior to determining eligibility of bulls for the sale.
- (f) **Sale Cost** - Sale expenses include auctioneer, ring help, catalogs and mailing as well as sale management. A commission of two and ½ percent of the gross receipts will be retained for sale management. Sale expenses will be prorated per bull based on the number of bulls cataloged for the sale.
- (g) **General** - Consignors of bulls not eligible to sell are responsible for all costs except sale cost. In case a bull dies or is removed during the test, the owner is responsible for all costs incurred.
- (h) **Bedding Cost** – Hay, straw and bedding will be charged each bull a prorated share of the total cost.
- (i) **Final Settlement** - Testing costs in excess of nomination fees will be deducted from the gross proceeds from the sale of the bull at the end of test. In cases where bulls are not sold (auction or slaughter) all testing costs must be paid prior to removal from the station.

## 10. LIABILITY

The University of Tennessee assumes no risk or liability for any animal consigned. Precaution will be taken to prevent crippling or death losses during the test. Each bull is the property of the breeder until sold.

## 11. GENERAL RULES

- (a) **Weights** - Bulls will be given a minimum 14-day adjustment period before official test begins. Weights during the test will be taken at 28, 56 and 84 days. Average of weights taken on two days will be used for on and off test weights.
- (b) **Removal of Bulls** - Consignors must notify the test manager before the off-test weigh date if any bulls are to be retained for home use and not sold. All bulls must remain the entire 84-day test period unless removal for health or other reasons is authorized by the test manager.
- (c) **Notification of Consignors** - Test manager or station superintendent will notify a consignor immediately in case of severe sickness or mal-performance of any bull. A diagnostic statement from the veterinarian will accompany same when warranted.
- (d) **Start bulls on feed at home** - Bulls should be weaned and started on feed (a ration similar to the test ration) prior to delivery. Gains from birth until the test begins are reflected in 365-day weight and weight-per-day-of-age.
- (e) **Transfer of Registration** - This shall be seller's responsibility following the sale. Cost is borne by consignor.
- (f) **Rule Infractions** - The test management reserves the right to request respective breed association representatives to verify blood types and/or age. This verification will be done in accordance with their respective breed association regulations.

## 12. NOMINATION FOR ENTRY

Should be accompanied with a \$200 check made payable to the University of Tennessee. Send nomination and check to Dr. F. David Kirkpatrick, University of Tennessee, Animal Science, 2506 River Drive, 256 Brehm Animal Science, Knoxville, TN 37996. **Also, a completed Form W-9, Business Classification Form and Vendor Payment Selection Form must accompany entry!**

## 13. BULLS NOT QUALIFYING FOR SALE

The consignor agrees to retrieve any animal as soon as possible upon receipt of notice from the test station management that the bull will not be included in the auction and to pay all costs accumulated to the date of removal. Unless prior arrangements have been made, failure to retrieve an animal from the test station and pay all costs incurred while at the bull test station within at least 14 days after the date of a certified letter notifying the owner that the animal will not be included in the auction, the animal will be sold at auction for slaughter. Owner agrees that the University of Tennessee may first recover the accumulated costs, of whatever kind, incurred as a result of the inclusion of the bull and the bull testing programs from the proceeds of the auction. If there is any balance remaining after deduction of all fees and costs owed to the University of Tennessee, the balance will be forwarded to the owner at the owner's last known address. Owner is not relieved of responsibility for costs not recovered from the auction for slaughter.

The web site address for the Test Station is the following:

## TERMS AND CONDITIONS FOR SALE

1. Each animal will be sold to the highest bidder without reserve.
2. The auctioneer will settle any dispute as to bids and his decisions on such matters shall be final. Cattle will remain property of consignor until sold.
3. Each animal will become purchaser's risk as soon as sold, although every precaution will be taken to insure their safety.
4. All cattle consigned shall have originated from TB Accredited herds or have been tested within 30 days for TB and are negative. All cattle consigned have been tested for Bang's disease within 30 days of sale date.
5. A certificate of registry and transfer will be furnished for each animal sold. Transfer to be made by consignor.
6. Breeding guarantee. All animals sold are guaranteed to be breeders under their respective breed association guarantees with the exception of: (a) injury or disease occurring after sale; (b) gross negligence or willful misconduct on the part of the purchaser. Any bull which settles cows by natural service and passes a fertility test made by competent veterinarians, mutually agreed upon by buyer and seller, during a 6 month period of trial shall be considered a breeder.
7. Claims for refund or other adjustment. All claims for adjustment or refund for any reason must be made in writing either within six months of the sale. In the event an animal is claimed to be a non-breeder, the animal may be returned to the farm of the seller if in good condition and complying with the health requirements of the seller's state. The seller shall be entitled to six months trial following the return of the animal in which to prove the animal is a breeder. If at the end of six months the seller is unable to prove the animal is a breeder, the seller shall replace the animal with another of equal value or refund the purchase price. The return of the full purchase price, shall in any case be deemed full satisfaction and settlement. Any expense incurred for transporting an animal claimed to be a non-breeder shall be the responsibility of the purchaser, except that the seller shall be responsible for transportation costs in excess of the distance between the purchaser's farm and the location where the sale took place. If the seller proves the animal to be a breeder, it shall be the obligation of the purchaser to take delivery of the animal and pay all expense incurred for transportation.
8. Everything possible will be done to prevent accidents. However, if any should occur, neither the owners, sale management, or other persons connected with management of the sale, assume any liability, legal or otherwise, to persons or property. The University of Tennessee does not assume any liability for injury to the animals.
9. The terms are cash or check.
10. The above guarantees and terms of sale shall constitute a contract between the buyer and seller of each lot, and shall be equally binding upon both. Neither the sale manager nor any other person connected with the management of the sale assumes any liability, legal or otherwise. The University of Tennessee does not assume any liability for any other guarantee or condition of sale.



11. All persons attending sales do so at their own risk. Neither the sale Manager, nor any other person connected with the management of the sale, assumes any liability for the safety of the building or premises or for the behavior of the animals.

\*\*\*Complete this form **ONLY** if you are unable to send actual registration papers or copies of registration papers.

Breeder or Farm Name \_\_\_\_\_

**PEDIGREE INFORMATION**

\_\_\_\_\_ Paternal grandsire

\_\_\_\_\_ Sire

\_\_\_\_\_ Paternal grandam

\_\_\_\_\_  
name of consignment bull and tattoo

\_\_\_\_\_ Maternal grandsire

\_\_\_\_\_ Dam

\_\_\_\_\_ Maternal grandam

\*\*\*\*\*

\_\_\_\_\_ Paternal grandsire

\_\_\_\_\_ Sire

\_\_\_\_\_ Paternal grandam

\_\_\_\_\_  
name of consignment bull and tattoo

\_\_\_\_\_ Maternal grandsire

\_\_\_\_\_ Dam

\_\_\_\_\_ Maternal grandam

\*\*\*\*\*

\_\_\_\_\_ Paternal grandsire

\_\_\_\_\_ Sire

\_\_\_\_\_ Paternal grandam

\_\_\_\_\_  
name of consignment bull and tattoo

\_\_\_\_\_ Maternal grandsire

\_\_\_\_\_ Dam

\_\_\_\_\_ Maternal grandam

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.

Pre-weaning and weaning performance along with registration certificate copy due by 56-day weigh date in order to be eligible for catalog.

UNIVERSITY OF TENNESSEE  
 INSTITUTE OF AGRICULTURE  
 BEEF GENETIC EVALUATION CENTER  
**SENIOR ENTRY FORM**

Farm Name \_\_\_\_\_ Federal ID No. \_\_\_\_\_  
 Breeder's Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Address \_\_\_\_\_ Email: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
 Telephone: (home) (\_\_\_\_) (\_\_\_\_) (\_\_\_\_) (work) (\_\_\_\_) (\_\_\_\_) (\_\_\_\_) (cell) (\_\_\_\_) (\_\_\_\_) (\_\_\_\_)

BREED	%	Horn, H Pold., P Scur, S	TATOO	CALF BIRTH DATE mo, dy, yr	CALF ACT. BRTH WT	DAMS BIRTH DATE mo, dy, yr	CALF ACTUAL WEAN WT.	CALF WEAN DATE mo, dy, yr	205 DAY WEAN wt. RATIO	NO. CONT- EMPO- RIES	Mgmt. C NC ET

ORIGINAL COPY of performance record must accompany this entry form.

NOMINATION FEE is \$200 per bull. Make checks payable to the University of Tennessee. A copy of the registration certificate from the breed association should accompany entry form.

Any BULL whose pre-weaning and weaning performance that is not complete is subject to not being cataloged. Registration certificate copies must be received by 56-DAY weigh period in order to be CATALOGED.

Return this form to: Dr. F. David Kirkpatrick, University of Tennessee, Animal Science, 2506 River Drive, 256 Brehm Animal Science, Knoxville, TN 37996.

Check the rules and regulations to be sure of dates.

AGREEMENT: I the undersigned, in consideration for services provided to me by the University of Tennessee Beef Genetic Evaluation Center, have read AS-B 443, 2016-2017 and agree to be bound by its requirements and provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>	
<b>or</b>	
<b>Employer identification number</b>	

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

If you need instructions on filling out this form, go to [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding.

Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

## Office of the Chief Financial Officer and Treasurer

301 Andy Holt Tower • Knoxville, Tennessee 37996-0100 • Phone: 865-974-2302 • Fax: 865-974-2701

### Business Classification Form

**Introduction:** The State of Tennessee and the U.S. government require The University of Tennessee to report on various types of data related to its suppliers. The University requires this form from all of its suppliers.

#### Part 1: Basic information:

Individual's or Company's legal name (name on your W-9): \_\_\_\_\_

Doing-Business-As (DBA) name (if applicable): \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ (note: do not list Social Security Number)


Email (required): \_\_\_\_\_

#### Part 2: Business Classification Information:

Is your company **currently certified** by, or eligible to be certified by, the TN Governor's Office of Diversity Business Enterprises as a Tennessee Diversity Business Enterprise ("DBE")?

No, business is not a DBE.  Stop. You are finished with this form.  
The University will list your business as "Not a DBE."

Decline to answer  Stop. You are finished with this form.  
The University will list your business as "Undisclosed."

My business is eligible, but I have not applied for certification. 

My business is certified as a DBE in Tennessee. 

**Important:** If you are eligible to be certified as a DBE, but have not registered, please contact Mr. Richard Van Norman at [Richard.VanNorman@Tn.Gov](mailto:Richard.VanNorman@Tn.Gov) as soon as possible.

If you selected "Yes," please select the DBE classification that correctly identifies your **certified** DBE from the TN Governor's Office. Choose only **one**:

- African American
- Asian American
- Hispanic American
- Native American
- Woman Owned
- Small Business
- Service-Disabled Veteran Business Enterprise



THE UNIVERSITY of TENNESSEE

KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

VENDOR PAYMENT SELECTION FORM

Please select one of the payment options listed below and provide the necessary information. Both pages of this form must be returned. Please call 865-974-3086, if you need assistance.

Vendor Name: \_\_\_\_\_ SSN/FEIN # \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_
(Required For E-Payables and Direct Deposit/ACH)

Phone: \_\_\_\_\_

(Vendor's employee who will be posting payments received from the University)

If your company has other addresses (including remittance addresses) that will accept this same payment method and payment details, please list them below (use additional pages if necessary).

UT Vendor #: \_\_\_\_\_ ACH Notification Email: \_\_\_\_\_
(For UT use only) (If different from Vendor Contact Email)

Payment Option - Must Select One.

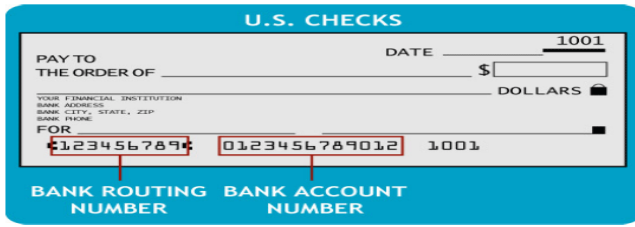
[X] E-Payables - This is the fastest payment method and the terms are "Net 0". For E-Payables the Vendor must be equipped to process credit card payments. For each payment, the vendor will receive a secure electronic remittance advice containing a one-time use card number and payment information. You will not need to keep a card number on file because a new card number will be provided with each payment.

If there is a dollar limit on your credit card processor, please provide that amount so that we can adjust our payments accordingly. \$ \_\_\_\_\_

[ ] Direct Deposit, ACH - You are only eligible for this payment method if you have a bank account with a bank located in the United States. (If your information contains a SWIFT code, then you do not have an account with a United States bank. The payment will be direct deposited into your bank account 30 days after the invoice date or the date the goods or services were provided, whichever is later. To process this information the University needs your bank routing number and bank account number, which can be located on your checks. See illustration below.

Bank Name \_\_\_\_\_ Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Routing # (9 digits) \_\_\_\_\_ Bank Account # \_\_\_\_\_ (Continued on Next page)



Checks are the most expensive method of paying vendors. Payment by checks for domestic vendors will only be permitted in special circumstances and requires approval from the Treasurers Office. The payment terms for this method are net 40.

**Foreign Vendors Only**

Check

**Direct Deposit, ACH – You are only eligible for this payment method if you have a bank account with a bank located in the United States. (If your information contains a SWIFT code, then you do not have an account with a United States bank.** The payment will be direct deposited into your bank account 30 days after the invoice date or the date the goods or services were provided, whichever is later. To process this information the University needs your bank routing number and bank account number, which can be located on your checks. See illustration below.

Bank Name \_\_\_\_\_ Account Type: \_\_\_\_Checking \_\_\_\_Savings

Routing # (9 digits) \_\_\_\_\_ Bank Account # \_\_\_\_\_

**Certification**

Under penalties of perjury, I certify that the above information is complete and accurate. If direct deposit was the method selected, I hereby authorize The University of Tennessee to automatically deposit payment for invoices into our account at the financial institution listed. I also authorize withdrawal transaction from the account, limited to the amount of the original deposit, in the event of an overpayment or erroneous deposit. This authorization will remain in effect until The University of Tennessee has received, in writing, our cancellation notification.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Date

Printed Name and Title \_\_\_\_\_

Please return form via one of the following:

1. **New Vendors** - Return to University of Tennessee Department requesting information
2. **Existing Vendors** -Fax to 865-974-2701 or
3. **Mail to:**

**The University of Tennessee  
Treasurer's Office  
301 Andy Holt Tower  
Knoxville, TN 37996-0100**