



**Business Services  
Procedure Statement**

## SOU Entity Numbers



(For Internal or Campus Distribution)

<b>Procedure Number</b>	<b>Accounting- 100.903cd</b>
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<b>Department</b>	<b>Business Services –Accounting</b>
<b>Last Update</b>	<b>01-30-2015</b>
<b>Related Institutional Policy # (s)</b>	<b>N/A</b>
<b>Authored By</b>	<b>Director of Business Services</b>
<b>Unit Manager</b>	<b>N/A</b>
<b>Approved By</b>	<b>Director of Business Services</b>
<b>Date Approved</b>	<b>01-30-2015</b>
<b>Internal Use only, or for Campus Distribution</b>	<b>Campus distribution</b>
<b>Date Posted to Business Services Website</b>	

<b>Purpose</b>	<b>Identifies the university Federal, State, and other identifying numbers to be used for tax and other business purposes.</b>
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<b>Definitions</b>	<b>DUNS: Dun &amp; Bradstreet business identification number EIN: Federal entity tax identification number</b>
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## SOU Entity Identifying Numbers

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Starting on July 1, 2015, the Oregon University System will cease in its current configuration. It has been replaced by the University Shares Services Enterprise, who will have their own separate tax ID. SOU will also be a separate tax entity (now longer part of the OUS system). To that end, SOU has applied for, and has received a new tax ID number, which will become effective on July 1, 2015.

SOU identity number, and effective dates, are noted below:

### **Federal Tax Entity Numbers (EIN): (Only valid until 07/01/2015)**

***OUS Southern Oregon University:*            48-1278522            (good until 07/01/2015)**

- Sub-EIN used when outside individuals/organizations are making a payment to SOU. Helps Treasury identify the payment as belonging to SOU when it comes into the OUS Treasury account.

***Oregon University System:*                    93-6001786            (good until 07/01/2015)**

- Parent-EIN used for all other tax reporting purposes.

After June 30, 2015, these two tax ID numbers will no longer be valid, and outside agencies and vendors should not be given, or continuing to use, these numbers after the date noted. All current vendors will be notified of the change as we approach the transition date. New vendors will should be given the new number for any business to take place after the date noted.

### **Federal Tax Entity Number (EIN): (valid starting on 07/01/2015)**

***Southern Oregon University:*                47-2963287            (good starting 07/01/2015)**

- To be used for all federal tax reporting purposes.

An updated W-9 will be posted to the Business Services website (<http://www.sou.edu/bus-serv/purchasing/index.html>) as we approach the transition date.

### **Other SOU Entity Numbers:**

***SOU State Tax ID:*                            0505840            (also listed as the BIN "Business Identification Number" used by the State Employment Division)**

***SOU Dun's Number:*                        054976071**

***Use of any other numbers for tax and other business identification purposes is not valid until approved by central administration.***

(See Signature Authority located at: <http://www.sou.edu/bus-serv/contracting/index.html>)