

Controller's Office  
1 Cyclotron Road - MS: 90JR106  
Berkeley, CA 94720  
(510) 486-6954

Dear Vendor:

Welcome. On behalf of Lawrence Berkeley National Laboratory (LBNL) we look forward to serving you. Below you will find the required tax information we will need back from you. You will also find critical invoice processing information and an ACH signup form. Please review all sections of this letter carefully.

### **Required Tax Information**

In order to facilitate timely processing and disbursements of payments to you, we need certain tax information detailed below. The required tax forms are dependent on your vendor location, the services you are providing, and your Federal and California tax status. We have detailed which forms are required for each entity location. Please return all completed and signed forms to your LBNL Procurement Representative, failure to do so will result in Federal and/or State taxes being withheld from your payments.

#### **Vendor Located in U.S.**

- LBNL W-9 Form for Domestic Vendors
- CA Form 590 - California Withholding Exemption
- CA Form 587 - Non Resident Withholding Allocation Worksheet. This form applies if the vendor is a nonresident and a form 590 is not filed. Fill out all sections that apply.

#### **Vendor Located Outside the U.S.**

- LBNL W-8 Form for Foreign Vendors/Individuals
- CA Form 590 - California Withholding Exemption
- CA Form 587 - Non Resident Withholding Allocation Worksheet. This form applies if the vendor is a nonresident and a form 590 is not filed. Fill out all sections that apply.

### **How To Submit Invoices**

All invoices **should be emailed to** [apinvoice@lbl.gov](mailto:apinvoice@lbl.gov). Please make sure your company's name appears in the subject line of the email. If you email us your invoice, please **do not** mail or fax us a hard copy. Vendors that are unable to email their invoices should mail them to the following billing address:

Lawrence Berkeley National Laboratory  
Accounts Payable Department  
1 Cyclotron Road - MS 90J0106  
Berkeley, CA 94720



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**Required Purchase Order Information on Invoice**

Note our purchase order/subcontract number on your invoice. LBNL's Purchase order numbers are 7 digits long, contain only numerical characters and are preceded by a 6. Invoices without a purchase order number will be returned to you.

**Invoice Payment Terms**

Invoices are paid based on the terms of the subcontract from the date of receipt of the invoice in our office.

**LBNL Tax Status** LBNL is tax exempt with respect to personal property title to which passes to the U.S. Government. A copy of our Resale Certificate is available on line at <http://www.lbl.gov/Workplace/CFO/co/ap/>. Subcontractors are responsible for knowing and understanding sales and use tax regulations of the State of California with respect to services and construction.

**Electronic Payments – The fastest way to receive your payment. Sign up today!**

We offer payments by ACH (for domestic vendors only) and wire transfer (foreign vendors only) as an alternative to paper checks. Please fill out the enclosed form and return it to [vendordesk@lbl.gov](mailto:vendordesk@lbl.gov) or dial 510-486-6954 to request the form.

All payment inquiries should be directed to [vendordesk@lbl.gov](mailto:vendordesk@lbl.gov) or 510-486-6954. Should you have any questions concerning our accounts payable process or any other payables-related questions, please do not hesitate to contact our vendor desk.