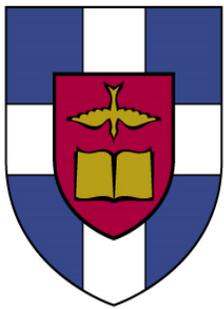


VENDOR GUIDE & APPLICATION

For



The Southern Baptist Theological Seminary

Accounting Department

**THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY
2825 LEXINGTON ROAD
LOUISVILLE, KY 40280
(502) 897-4395 phone
(502) 897-4202 fax**



Purpose

This purpose of this guide is to assist new vendors in conducting business efficiently with the Seminary. The following information will provide you with (1) an overview of the seminary (2) the process in goods and services are procured by the seminary, and (3) the list of information and forms needed to be established as a vendor with the Seminary.

Overview of SBTS

The Southern Baptist Theological Seminary has been an innovator in theological education since its founding in 1859 in Greenville, South Carolina as the first seminary of the Southern Baptist Convention. The school's pioneering legacy began in the visionary mind of James Petigru Boyce, the school's first president. Boyce dreamed of a school that would accept all God-called individuals for study regardless of their educational background.

Though disrupted briefly by the Civil War, Southern Seminary has continued to pursue Boyce's initial vision for nearly 150 years. Southern was one of the first seminaries in the nation to offer a Ph.D. Our department of missions is one of the oldest in the world. We were the first in the nation to offer courses in religious education. And in 1994, Southern Seminary opened the Billy Graham School of Missions, Evangelism and Church Growth, the first program in the Southern Baptist Convention dedicated solely to training missionaries and evangelists. Southern Seminary now has over 4,000 students. The campus consists of 26 buildings totaling 1.2 million indoor square feet. These facilities include office, classroom, dorm, hotel, apartment, and recreational spaces. The Seminary is located on approximately 70 acres in the heart of Louisville's St. Mathews community. Construction dates range from 1924 – present.

Contact Information

<p>Ana Williams Supervisor of Accounts Payable & Travel Phone: 897-4395 accountspayable@sbts.edu</p>	<p>Pam Clancy Procurement Assistant Phone: 897-4151 purchasing@sbts.edu</p>
<p>Susan Duncan Accounts Payable Assistant Phone: 897-4395 sduncan@sbts.edu</p>	<p>Sid Hill Warehouse & Receiving Coordinator Phone: 897-4397 shill@sbts.edu</p>
<p>Joseph Merritt Accounts Payable Assistant Phone: 897-4722 jomerritt@sbts.edu</p>	

Office Location

Carver Hall
Room 119
Lower Floor

Mailing Address

The Southern Baptist Theological Seminary
Attn: Accounts Payable
2825 Lexington Road
Louisville, KY 40280

Hours of Operation

M-F 8:00am to 5:00pm
Phone: (502) 897-4722
(502) 897-4395
Fax: (502) 897-4202



New Vendor Checklist

I wish to be added to the Seminary's supplier database. I have enclosed the following items:

- SBTS New Vendor Application Form (the form must be signed by owner and/or principal of your company)
- Current Certificate of Insurance
- W – 9 Form

Please return these items along with any information that best illustrates your particular product or service to:

The Southern Baptist Theological Seminary
Attn: Accounts Payable
2825 Lexington Road
Louisville, KY 40280

Purchasing Objectives and Responsibilities

Our goal is to acquire (buy, lease, rent, or lease-purchase) those things our Seminary departments need at the lowest economical cost consistent with quality and time considerations. Specifically, Purchasing:

- Strives to obtain the maximum value for each dollar of expenditure.
- Considers quality, price, and ability to deliver on schedule.
- Researches markets for new products, ideas, and efficient sources which will result in cost savings and improved patient care, academic programs, and research.
- Treats all proposals in strict confidence insofar as state law allows.

Ethics

SBTS ascribes to the Code of Ethics of the NATIONAL ASSOCIATION OF PURCHASING MANAGERS and the NATIONAL ASSOCIATION OF EDUCATIONAL BUYERS, as follows:

- Give first consideration to the objective and policies of my institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal stature and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.



How You Can Help Us Do a Better Job

- If there are any changes in your company-new address, new fax number, new phone number, new owner, etc., please submit a New Vendor Application Form and new W-9 Form to Accounts Payable or the Procurement Department
- Tell us if our specifications for a product can be improved, to provide a better performance, a longer-life product, and/or a lower cost
- Keep us supplied with the latest catalogs and current prices
- Keep us informed of your back order situations, plant closures, impending shortages or strikes
- Apprise us of new technological advances
- Follow through on orders to ensure delivery to us as promised
- Ensure that any shipments arranged by you contain our purchase order number on the shipping label
- If a department requests quotes on any product, please make sure that this quotation is also sent to the Buyer responsible for that commodity as outlined in this policy
- Call our Procurement Department for assistance at anytime

Insurance

Vendors and Independent Contractor/Consultants shall maintain insurance coverage during the term work service as follows:

- A. Workers Compensation, as required by law in the State of Kentucky, covering all persons employed by vendor in rendering services
- B. Liability. Comprehensive or commercial general bodily injury and property damage liability insurance in an amount not less than \$1,000,000 for each occurrence.
- C. Each of the above insurance policies shall contain covenants by the issuing company (1) stating that the policy shall not be cancelled without thirty (30) days' prior written notice of cancellation to the Seminary, and (2) naming the Seminary as an additional insured.

Selling On Campus

At no time, is any outside vendor allowed to solicit our students, faculty, and/or staff on campus unless prior approval is obtained, in writing, from the Senior Vice President of Institutional Administration. All such request should be submitted to the Procurement Department.

Procurement Cards

In general, smaller dollar items (that are not classified as equipment) may be charged to Seminary procurement card. The procurement card is a Visa card. If your company does not accept credit card payments, you request that a purchase order be submitted to you – approving the purchase of the good.

The Purchase Order and Process

The Procurement Department assigns a 5 digit purchase order number to all orders. This constitutes your authority to ship merchandise to the Seminary. The assigned order number must appear on all packages and invoices. This is essential for the identification of all incoming shipments and for payment of invoices. The



Seminary will not be responsible for shipments of material and equipment which have not been properly authorized.

Shipments

Shipments are to be addressed exactly as shown on the purchase order. Each shipment must have a packing slip affixed to the outside of the package with the Seminary purchase order number and contents of the shipment. Shipments improperly identified may be cause for refusal.

Invoices

Invoices should be sent directly to the address listed at the top center section of the purchase order and should show our order number (5 characters) on all copies. Partial shipments are not desirable and are not encouraged unless a shortness of supply demands split shipments. Please do not invoice prior to shipment. The Seminary attempts to meet its obligations promptly: discrepancies in shipment or invoicing, such as omission of the purchase order number, usually result in delay of payment.

Directions to the Procurement/Accounts Payable Office

From I-64 East (downtown Louisville) or I-64 West (Lexington)

1. Take Grinstead Drive exit ramp off of I-64
 - I-64 East – from exit ramp, turn right onto Grinstead Drive
 - I-64 West – from exit ramp, turn left onto Grinstead Drive
2. Turn left at light onto Lexington Road
3. The seminary campus begins on the left after the top of the first hill
4. Turn left onto Godfrey (the last entrance to the campus on the left)
5. Continue on Godfrey until you reach the second stop sign
6. Turn left onto Seminary Drive (you are now on campus)
7. Continue on Seminary Drive around the curve to the right and then park on the left as you start to go around the next curve to the left. Do not be concerned for this visit to campus about the sign that says a parking sticker is required.
8. Enter Sampey Hall, 2828 Seminary Road, by walking up the concrete ramp.
9. After entering the building, go to the right to the Procurement window and ask them to call me. I'll come out and bring you to my office.
10. My office is in room 4106 of Sampey Hall, building 14 on the campus map.
11. If you have any difficulty with these directions after you arrive on campus, please call me at 897-4722.

From I-71 South

1. Take the Zorn Avenue exit ramp off of I-71 South
2. Turn left on Zorn Avenue and continue through the light at the intersection of Zorn Avenue and Brownsboro Road
3. Continue straight through the light (Zorn now becomes Hillcrest)
4. Continue on Hillcrest until it dead-ends and turn right onto Frankfort Avenue
5. Travel one block and turn left onto Stiliz Avenue
6. Travel two blocks and turn right onto Meadowlark
7. Continue straight on Meadowlark through the second stop sign, where the road name changes to Seminary Drive (you are now on campus)
8. Continue on Seminary Drive around the curve to the right and then park on the left as you start to go around the next curve to the left. Do not be concerned for this visit to campus about the sign that says a parking sticker is required.
9. Enter Sampey Hall, 2828 Seminary Road, by walking up the concrete ramp.



10. After entering the building, go to the Procurement window and ask them to call me. I'll come out and bring you to my office.
11. My office is in room 4106 of Sampey Hall, building 15 on the campus map.
12. If you have any difficulty with these directions after you arrive on campus, please call me at 897-4722.

Map of Southern Seminary



Credit Information

General Information:

Southern Baptist Theological Seminary
2825 Lexington Road
Louisville, KY 40280
Bus: (502) 897-4722
Fax: (502) 897-4202
E-mail: accountspayable@sbts.edu

Established: 1845 (164 yr.)
Incorporated: 1859 (150 yr.)
Moved to Louisville: 1877
Moved to Lexington Road: 1926

Officers:

Daniel S. Dumas	Senior Vice President for Institutional Administration
Michael O'Neill	Controller

Trade References:

Network Printing
1500 Arlington Ave
Louisville, KY 40206
Bus: (502) 992 1799
Fax: (502) 634 0357
Contact: Bryan Dennison

Duplicator Sales
831 E Broadway
Louisville, KY 40204
Bus: (502) 589-5555
Fax: (502) 560-0840
Contact: Scott Holloway

Royal Supply, Inc.
13127-B Middletown Ind. Blvd
Louisville, KY 40223
Bus: (502) 254-7200
Fax: (502) 254-9050
Contact: Lynn Osborn

Hotel References:

Louisville Marriott East
1903 Embassy Square Blvd
Louisville, KY 40299
Bus: (502) 499-6220
Fax: (502) 493-8465
Contact: Cheryl Dugan

Courtyard Marriott
9608 Blairwood Rd
Louisville, KY 40222
Bus: (502) 429-0006
Fax: (502) 429-5926
Contact: Roxie Ruckriegel

Seelbach Hilton Hotel
500 4th Avenue
Louisville KY 40202
Bus: (502) 585-3200
Fax: (502) 585-9240
Contact: Debra Spalding

Bank:

PNC Bank
Tina R. Coleman
101 South Fifth St
Louisville, KY 40202-3157
Bus: (502) 581-5037
Fax: (502) 581-2470

Tax Information:

Tax Exempt – Yes
Tax Exempt # F-262
Federal ID – 61-0500919



CORPORATE PROFILE

COMPANY NAME: The Southern Baptist Theological Seminary

ADDRESS: 2825 Lexington Road, Louisville, KY 40280

ACCOUNTS PAYABLE CONTACT: Ana Williams

PHONE: 502-897-4395 **FAX:** 502-897-4202

EMAIL: accountspayable@sbts.edu

PURCHASING CONTACT: Pam Clancy

PHONE: 502-897-4151 **FAX:** 502-897-4213

EMAIL: purchasing@sbts.edu

FEDERAL TAX ID NUMBER: 61-0500919

TYPE OF BUSINESS: Seminary

NUMBER OF EMPLOYEES: Approx. 700

DATE BUSINESS ESTABLISHED: December 21, 1858

BUSINESS TYPE: Corporation

STATE OF INCORPORATION: Kentucky

CORPORATE OFFICERS:

- R. Albert Mohler, Jr., President, 2825 Lexington Road, Louisville, KY 40280
- Daniel S. Dumas, Senior VP for Institutional Administration,
2825 Lexington Road, Louisville, KY 40280

SALES TAX EXEMPT: Yes

SALES EXEMPTION CERTIFICATE NUMBER: F-262

PURCHASE ORDER REQUIRED? Yes

TRADE REFERENCES:

Duplicator Sales
831 E Broadway
Louisville, KY 40204
Bus: (502) 589-5555
Fax: (502) 560-0830
Contact: Scott Holloway

Royal Supply, Inc.
943 Franklin St
Louisville, KY 40206
Bus: (502) 587-6925
Fax: (502) 584 0071
Contact: Lynn Osborne

Network Printing
1500 Arlington Avenue
Louisville, KY 40206
Bus: (502) 499-8600
Fax: (502) 499-2944
Contact: Bryan Dennison

Republic Bank & Trust
3726 Lexington Road
Louisville, KY 40207
Bus: (502) 560-8619
Fax: (502) 361-7169
Contact: Casey Wilson, Vice President
Account No. 53423747

D & B Number: 05-583-9799



New Vendor Application Form

The Southern Baptist Theological Seminary requires a Federal Tax Identification Number or Social Security number for all vendors doing business with the Seminary in order to comply with Federal Regulations and tax reporting requirements. Additionally, the Seminary maintains a vendor information database that assists the Seminary in communicating with its vendors. Completion of the New Vendor Application Form does not guarantee or award business with the Seminary.

For your convenience, you may return the information in one of the following ways:

FAX: Vendor File @ 502-897-4202
 E-mail: accountspayable@sbts.edu
 Mail: The Southern Baptist Theological Seminary
 Attn: Accounts Payable
 2825 Lexington Road
 Louisville, KY 40280

Company Information

Name of Company			Phone Number		
Address			Fax Number		
Address			E-mail		
Address			Federal Tax ID Number		
City	State	ZIP	Social Security Number (if individual)		

Remittance Address

Make Checks Payable To			Name on Invoice		
Payment Address			Phone Number		
Payment Address			Fax Number		
City	State	ZIP	Payment Terms NET 30		

Signature _____

Date _____

Print Name _____

Title _____

Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

(Rev. April 2016)
Department of the Treasury
Internal Revenue Service

▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code.
▶ Information about Form W-8BEN-E and its separate instructions is at www.irs.gov/formw8bene.
▶ Give this form to the withholding agent or payer. Do not send to the IRS.

Do NOT use this form for:

Instead use Form:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the U.S. (unless claiming treaty benefits) W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) . . . W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EXP
- Any person acting as an intermediary W-8IMY

Part I Identification of Beneficial Owner

1 Name of organization that is the beneficial owner	2 Country of incorporation or organization
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3 Name of disregarded entity receiving the payment (if applicable, see instructions)

4 Chapter 3 Status (entity type) (Must check one box only):

<input type="checkbox"/> Corporation	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Partnership
<input type="checkbox"/> Simple trust	<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Estate
<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Government
<input type="checkbox"/> Complex trust	<input type="checkbox"/> Private foundation	<input type="checkbox"/> International organization

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes" complete Part III. Yes No

5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status).

<input type="checkbox"/> Nonparticipating FFI (including a limited FFI or an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner).	<input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII.
<input type="checkbox"/> Participating FFI.	<input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.
<input type="checkbox"/> Reporting Model 1 FFI.	<input type="checkbox"/> International organization. Complete Part XIV.
<input type="checkbox"/> Reporting Model 2 FFI.	<input type="checkbox"/> Exempt retirement plans. Complete Part XV.
<input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions.	<input type="checkbox"/> Entity wholly owned by exempt beneficial owners. Complete Part XVI.
<input type="checkbox"/> Sponsored FFI. Complete Part IV.	<input type="checkbox"/> Territory financial institution. Complete Part XVII.
<input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V.	<input type="checkbox"/> Nonfinancial group entity. Complete Part XVIII.
<input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.	<input type="checkbox"/> Excepted nonfinancial start-up company. Complete Part XIX.
<input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII.	<input type="checkbox"/> Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.
<input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII.	<input type="checkbox"/> 501(c) organization. Complete Part XXI.
<input type="checkbox"/> Certified deemed-compliant investment advisors and investment managers. Complete Part IX.	<input type="checkbox"/> Nonprofit organization. Complete Part XXII.
<input type="checkbox"/> Owner-documented FFI. Complete Part X.	<input type="checkbox"/> Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.
<input type="checkbox"/> Restricted distributor. Complete Part XI.	<input type="checkbox"/> Excepted territory NFFE. Complete Part XXIV.
	<input type="checkbox"/> Active NFFE. Complete Part XXV.
	<input type="checkbox"/> Passive NFFE. Complete Part XXVI.
	<input type="checkbox"/> Excepted inter-affiliate FFI. Complete Part XXVII.
	<input type="checkbox"/> Direct reporting NFFE.
	<input type="checkbox"/> Sponsored direct reporting NFFE. Complete Part XXVIII.
	<input type="checkbox"/> Account that is not a financial account.

6 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address** (other than a registered address).

City or town, state or province. Include postal code where appropriate.	Country
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7 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.	Country
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8 U.S. taxpayer identification number (TIN), if required	9a GIIN	b Foreign TIN
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10 Reference number(s) (see instructions)

Part II Disregarded Entity or Branch Receiving Payment. (Complete only if a disregarded entity with a GIIN or a branch of an FFI in a country other than the FFI's country of residence. See instructions.)

- 11** Chapter 4 Status (FATCA status) of disregarded entity or branch receiving payment
- Limited Branch (see instructions). Reporting Model 1 FFI. U.S. Branch.
- Participating FFI. Reporting Model 2 FFI.
- 12** Address of disregarded entity or branch (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address** (other than a registered address).

City or town, state or province. Include postal code where appropriate.

Country

- 13** GIIN (if any) _____

Part III Claim of Tax Treaty Benefits (if applicable). (For chapter 3 purposes only.)

- 14** I certify that (check all that apply):
- a** The beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.
- b** The beneficial owner derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits. The following are types of limitation on benefits provisions that may be included in an applicable tax treaty (check only one; see instructions):
- | | |
|--|---|
| <input type="checkbox"/> Government | <input type="checkbox"/> Company that meets the ownership and base erosion test |
| <input type="checkbox"/> Tax exempt pension trust or pension fund | <input type="checkbox"/> Company that meets the derivative benefits test |
| <input type="checkbox"/> Other tax exempt organization | <input type="checkbox"/> Company with an item of income that meets active trade or business test |
| <input type="checkbox"/> Publicly traded corporation | <input type="checkbox"/> Favorable discretionary determination by the U.S. competent authority received |
| <input type="checkbox"/> Subsidiary of a publicly traded corporation | <input type="checkbox"/> Other (specify Article and paragraph): _____ |
- c** The beneficial owner is claiming treaty benefits for U.S. source dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation and meets qualified resident status (see instructions).
- 15** **Special rates and conditions** (if applicable—see instructions):
 The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 14a above to claim a _____ % rate of withholding on (specify type of income): _____
 Explain the additional conditions in the Article the beneficial owner meets to be eligible for the rate of withholding: _____

Part IV Sponsored FFI

- 16** Name of sponsoring entity: _____
 GIIN of sponsoring entity: _____
- 17** **Check whichever box applies.**
- I certify that the entity identified in Part I:
- Is an investment entity;
 - Is not a QI, WP, or WT; **and**
 - Has agreed with the entity identified above (that is not a nonparticipating FFI) to act as the sponsoring entity for this entity.
- I certify that the entity identified in Part I:
- Is a controlled foreign corporation as defined in section 957(a);
 - Is not a QI, WP, or WT;
 - Is wholly owned, directly or indirectly, by the U.S. financial institution identified above that agrees to act as the sponsoring entity for this entity; **and**
 - Shares a common electronic account system with the sponsoring entity (identified above) that enables the sponsoring entity to identify all account holders and payees of the entity and to access all account and customer information maintained by the entity including, but not limited to, customer identification information, customer documentation, account balance, and all payments made to account holders or payees.

Part V Certified Deemed-Compliant Nonregistering Local Bank18 I certify that the FFI identified in Part I:

- Operates and is licensed solely as a bank or credit union (or similar cooperative credit organization operated without profit) in its country of incorporation or organization;
- Engages primarily in the business of receiving deposits from and making loans to, with respect to a bank, retail customers unrelated to such bank and, with respect to a credit union or similar cooperative credit organization, members, provided that no member has a greater than five percent interest in such credit union or cooperative credit organization;
- Does not solicit account holders outside its country of organization;
- Has no fixed place of business outside such country (for this purpose, a fixed place of business does not include a location that is not advertised to the public and from which the FFI performs solely administrative support functions);
- Has no more than \$175 million in assets on its balance sheet and, if it is a member of an expanded affiliated group, the group has no more than \$500 million in total assets on its consolidated or combined balance sheets; **and**
- Does not have any member of its expanded affiliated group that is a foreign financial institution, other than a foreign financial institution that is incorporated or organized in the same country as the FFI identified in Part I and that meets the requirements set forth in this Part V.

Part VI Certified Deemed-Compliant FFI with Only Low-Value Accounts19 I certify that the FFI identified in Part I:

- Is not engaged primarily in the business of investing, reinvesting, or trading in securities, partnership interests, commodities, notional principal contracts, insurance or annuity contracts, or any interest (including a futures or forward contract or option) in such security, partnership interest, commodity, notional principal contract, insurance contract or annuity contract;
- No financial account maintained by the FFI or any member of its expanded affiliated group, if any, has a balance or value in excess of \$50,000 (as determined after applying applicable account aggregation rules); **and**
- Neither the FFI nor the entire expanded affiliated group, if any, of the FFI, have more than \$50 million in assets on its consolidated or combined balance sheet as of the end of its most recent accounting year.

Part VII Certified Deemed-Compliant Sponsored, Closely Held Investment Vehicle

20 Name of sponsoring entity: _____

21 I certify that the entity identified in Part I:

- Is an FFI solely because it is an investment entity described in §1.1471-5(e)(4);
- Is not a QI, WP, or WT;
- Will have all of its due diligence, withholding, and reporting responsibilities (determined as if the FFI were a participating FFI) fulfilled by the sponsoring entity identified on line 20; **and**
- Twenty or fewer individuals own all of the debt and equity interests in the entity (disregarding debt interests owned by U.S. financial institutions, participating FFIs, registered deemed-compliant FFIs, and certified deemed-compliant FFIs and equity interests owned by an entity if that entity owns 100 percent of the equity interests in the FFI and is itself a sponsored FFI).

Part VIII Certified Deemed-Compliant Limited Life Debt Investment Entity22 I certify that the entity identified in Part I:

- Was in existence as of January 17, 2013;
- Issued all classes of its debt or equity interests to investors on or before January 17, 2013, pursuant to a trust indenture or similar agreement; **and**
- Is certified deemed-compliant because it satisfies the requirements to be treated as a limited life debt investment entity (such as the restrictions with respect to its assets and other requirements under § 1.1471-5(f)(2)(iv)).

Part IX Certified Deemed-Compliant Investment Advisors and Investment Managers23 I certify that the entity identified in Part I:

- Is a financial institution solely because it is an investment entity described in §1.1471-5(e)(4)(i)(A), **and**
- Does not maintain financial accounts.

Part X Owner-Documented FFI

Note: This status only applies if the U.S. financial institution, participating FFI, or reporting Model 1 FFI to which this form is given has agreed that it will treat the FFI as an owner-documented FFI (see instructions for eligibility requirements). In addition, the FFI must make the certifications below.

24a (All owner-documented FFIs check here) I certify that the FFI identified in Part I:

- Does not act as an intermediary;
- Does not accept deposits in the ordinary course of a banking or similar business;
- Does not hold, as a substantial portion of its business, financial assets for the account of others;
- Is not an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account;
- Is not owned by or in an expanded affiliated group with an entity that accepts deposits in the ordinary course of a banking or similar business, holds, as a substantial portion of its business, financial assets for the account of others, or is an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account;
- Does not maintain a financial account for any nonparticipating FFI; **and**
- Does not have any specified U.S. persons that own an equity interest or debt interest (other than a debt interest that is not a financial account or that has a balance or value not exceeding \$50,000) in the FFI other than those identified on the FFI owner reporting statement.

Part X Owner-Documented FFI (continued)**Check box 24b or 24c, whichever applies.**

- b** I certify that the FFI identified in Part I:
- Has provided, or will provide, an FFI owner reporting statement that contains:
 - The name, address, TIN (if any), chapter 4 status, and type of documentation provided (if required) of every individual and specified U.S. person that owns a direct or indirect equity interest in the owner-documented FFI (looking through all entities other than specified U.S. persons);
 - The name, address, TIN (if any), and chapter 4 status of every individual and specified U.S. person that owns a debt interest in the owner-documented FFI (including any indirect debt interest, which includes debt interests in any entity that directly or indirectly owns the payee or any direct or indirect equity interest in a debt holder of the payee) that constitutes a financial account in excess of \$50,000 (disregarding all such debt interests owned by participating FFIs, registered deemed-compliant FFIs, certified deemed-compliant FFIs, excepted NFFEs, exempt beneficial owners, or U.S. persons other than specified U.S. persons); **and**
 - Any additional information the withholding agent requests in order to fulfill its obligations with respect to the entity.
 - Has provided, or will provide, valid documentation meeting the requirements of §1.1471-3(d)(6)(iii) for each person identified in the FFI owner reporting statement.
- c** I certify that the FFI identified in Part I has provided, or will provide, an auditor's letter, signed within four years of the date of payment, from an independent accounting firm or legal representative with a location in the United States stating that the firm or representative has reviewed the FFI's documentation with respect to all of its owners and debt holders identified in §1.1471-3(d)(6)(iv)(A)(2), and that the FFI meets all the requirements to be an owner-documented FFI. The FFI identified in Part I has also provided, or will provide, an FFI owner reporting statement of its owners that are specified U.S. persons and Form(s) W-9, with applicable waivers.

Check box 24d if applicable (optional, see instructions).

- d** I certify that the entity identified on line 1 is a trust that does not have any contingent beneficiaries or designated classes with unidentified beneficiaries.

Part XI Restricted Distributor

- 25a** (All restricted distributors check here) I certify that the entity identified in Part I:
- Operates as a distributor with respect to debt or equity interests of the restricted fund with respect to which this form is furnished;
 - Provides investment services to at least 30 customers unrelated to each other and less than half of its customers are related to each other;
 - Is required to perform AML due diligence procedures under the anti-money laundering laws of its country of organization (which is an FATF-compliant jurisdiction);
 - Operates solely in its country of incorporation or organization, has no fixed place of business outside of that country, and has the same country of incorporation or organization as all members of its affiliated group, if any;
 - Does not solicit customers outside its country of incorporation or organization;
 - Has no more than \$175 million in total assets under management and no more than \$7 million in gross revenue on its income statement for the most recent accounting year;
 - Is not a member of an expanded affiliated group that has more than \$500 million in total assets under management or more than \$20 million in gross revenue for its most recent accounting year on a combined or consolidated income statement; **and**
 - Does not distribute any debt or securities of the restricted fund to specified U.S. persons, passive NFFEs with one or more substantial U.S. owners, or nonparticipating FFIs.

Check box 25b or 25c, whichever applies.

I further certify that with respect to all sales of debt or equity interests in the restricted fund with respect to which this form is furnished that are made after December 31, 2011, the entity identified in Part I:

- b** Has been bound by a distribution agreement that contained a general prohibition on the sale of debt or securities to U.S. entities and U.S. resident individuals and is currently bound by a distribution agreement that contains a prohibition of the sale of debt or securities to any specified U.S. person, passive NFFE with one or more substantial U.S. owners, or nonparticipating FFI.
- c** Is currently bound by a distribution agreement that contains a prohibition on the sale of debt or securities to any specified U.S. person, passive NFFE with one or more substantial U.S. owners, or nonparticipating FFI and, for all sales made prior to the time that such a restriction was included in its distribution agreement, has reviewed all accounts related to such sales in accordance with the procedures identified in §1.1471-4(c) applicable to preexisting accounts and has redeemed or retired any, or caused the restricted fund to transfer the securities to a distributor that is a participating FFI or reporting Model 1 FFI securities which were sold to specified U.S. persons, passive NFFEs with one or more substantial U.S. owners, or nonparticipating FFIs.

Part XII Nonreporting IGA FFI

- 26** I certify that the entity identified in Part I:
- Meets the requirements to be considered a nonreporting financial institution pursuant to an applicable IGA between the United States and _____ . The applicable IGA is a Model 1 IGA or a Model 2 IGA; and is treated as a _____ under the provisions of the applicable IGA or Treasury regulations (if applicable, see instructions);
 - If you are a trustee documented trust or a sponsored entity, provide the name of the trustee or sponsor whose GIIN is provided on line 9a (if any) _____ ; and your GIIN (if issued to you) _____ .

Part XIII Foreign Government, Government of a U.S. Possession, or Foreign Central Bank of Issue

- 27** I certify that the entity identified in Part I is the beneficial owner of the payment and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in §1.1471-6(h)(2)).

Part XIV International Organization

Check box 28a or 28b, whichever applies.

- 28a** I certify that the entity identified in Part I is an international organization described in section 7701(a)(18).
- b** I certify that the entity identified in Part I:
- Is comprised primarily of foreign governments;
 - Is recognized as an intergovernmental or supranational organization under a foreign law similar to the International Organizations Immunities Act or that has in effect a headquarters agreement with a foreign government;
 - The benefit of the entity's income does not inure to any private person;
 - Is the beneficial owner of the payment and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in §1.1471-6(h)(2)).

Part XV Exempt Retirement Plans

Check box 29a, b, c, d, e, or f, whichever applies.

- 29a** I certify that the entity identified in Part I:
- Is established in a country with which the United States has an income tax treaty in force (see Part III if claiming treaty benefits);
 - Is operated principally to administer or provide pension or retirement benefits; **and**
 - Is entitled to treaty benefits on income that the fund derives from U.S. sources (or would be entitled to benefits if it derived any such income) as a resident of the other country which satisfies any applicable limitation on benefits requirement.
- b** I certify that the entity identified in Part I:
- Is organized for the provision of retirement, disability, or death benefits (or any combination thereof) to beneficiaries that are former employees of one or more employers in consideration for services rendered;
 - No single beneficiary has a right to more than 5% of the FFI's assets;
 - Is subject to government regulation and provides annual information reporting about its beneficiaries to the relevant tax authorities in the country in which the fund is established or operated; **and**
 - Is generally exempt from tax on investment income under the laws of the country in which it is established or operates due to its status as a retirement or pension plan;
 - Receives at least 50% of its total contributions from sponsoring employers (disregarding transfers of assets from other plans described in this part, retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, other retirement funds described in an applicable Model 1 or Model 2 IGA, or accounts described in §1.1471-5(b)(2)(i)(A));
 - Either does not permit or penalizes distributions or withdrawals made before the occurrence of specified events related to retirement, disability, or death (except rollover distributions to accounts described in §1.1471-5(b)(2)(i)(A) (referring to retirement and pension accounts), to retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, or to other retirement funds described in this part or in an applicable Model 1 or Model 2 IGA); or
 - Limits contributions by employees to the fund by reference to earned income of the employee or may not exceed \$50,000 annually.
- c** I certify that the entity identified in Part I:
- Is organized for the provision of retirement, disability, or death benefits (or any combination thereof) to beneficiaries that are former employees of one or more employers in consideration for services rendered;
 - Has fewer than 50 participants;
 - Is sponsored by one or more employers each of which is not an investment entity or passive NFFE;
 - Employee and employer contributions to the fund (disregarding transfers of assets from other plans described in this part, retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, or accounts described in §1.1471-5(b)(2)(i)(A)) are limited by reference to earned income and compensation of the employee, respectively;
 - Participants that are not residents of the country in which the fund is established or operated are not entitled to more than 20 percent of the fund's assets; **and**
 - Is subject to government regulation and provides annual information reporting about its beneficiaries to the relevant tax authorities in the country in which the fund is established or operates.

Part XV Exempt Retirement Plans *(continued)*

- d I certify that the entity identified in Part I is formed pursuant to a pension plan that would meet the requirements of section 401(a), other than the requirement that the plan be funded by a trust created or organized in the United States.
- e I certify that the entity identified in Part I is established exclusively to earn income for the benefit of one or more retirement funds described in this part or in an applicable Model 1 or Model 2 IGA, accounts described in §1.1471-5(b)(2)(i)(A) (referring to retirement and pension accounts), or retirement and pension accounts described in an applicable Model 1 or Model 2 IGA.
- f I certify that the entity identified in Part I:
- Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in §1.1471-6) or an exempt beneficial owner described in an applicable Model 1 or Model 2 IGA to provide retirement, disability, or death benefits to beneficiaries or participants that are current or former employees of the sponsor (or persons designated by such employees); **or**
 - Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in §1.1471-6) or an exempt beneficial owner described in an applicable Model 1 or Model 2 IGA to provide retirement, disability, or death benefits to beneficiaries or participants that are not current or former employees of such sponsor, but are in consideration of personal services performed for the sponsor.

Part XVI Entity Wholly Owned by Exempt Beneficial Owners

- 30 I certify that the entity identified in Part I:
- Is an FFI solely because it is an investment entity;
 - Each direct holder of an equity interest in the investment entity is an exempt beneficial owner described in §1.1471-6 or in an applicable Model 1 or Model 2 IGA;
 - Each direct holder of a debt interest in the investment entity is either a depository institution (with respect to a loan made to such entity) or an exempt beneficial owner described in §1.1471-6 or an applicable Model 1 or Model 2 IGA.
 - Has provided an owner reporting statement that contains the name, address, TIN (if any), chapter 4 status, and a description of the type of documentation provided to the withholding agent for every person that owns a debt interest constituting a financial account or direct equity interest in the entity; **and**
 - Has provided documentation establishing that every owner of the entity is an entity described in §1.1471-6(b), (c), (d), (e), (f) and/or (g) without regard to whether such owners are beneficial owners.

Part XVII Territory Financial Institution

- 31 I certify that the entity identified in Part I is a financial institution (other than an investment entity) that is incorporated or organized under the laws of a possession of the United States.

Part XVIII Excepted Nonfinancial Group Entity

- 32 I certify that the entity identified in Part I:
- Is a holding company, treasury center, or captive finance company and substantially all of the entity's activities are functions described in §1.1471-5(e)(5)(i)(C) through (E);
 - Is a member of a nonfinancial group described in §1.1471-5(e)(5)(i)(B);
 - Is not a depository or custodial institution (other than for members of the entity's expanded affiliated group); **and**
 - Does not function (or hold itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle with an investment strategy to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.

Part XIX Excepted Nonfinancial Start-Up Company

- 33 I certify that the entity identified in Part I:
- Was formed on (or, in the case of a new line of business, the date of board resolution approving the new line of business) _____ (date must be less than 24 months prior to date of payment);
 - Is not yet operating a business and has no prior operating history or is investing capital in assets with the intent to operate a new line of business other than that of a financial institution or passive NFFE;
 - Is investing capital into assets with the intent to operate a business other than that of a financial institution; **and**
 - Does not function (or hold itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.

Part XX Excepted Nonfinancial Entity in Liquidation or Bankruptcy

- 34 I certify that the entity identified in Part I:
- Filed a plan of liquidation, filed a plan of reorganization, or filed for bankruptcy on _____;
 - During the past 5 years has not been engaged in business as a financial institution or acted as a passive NFFE;
 - Is either liquidating or emerging from a reorganization or bankruptcy with the intent to continue or recommence operations as a nonfinancial entity; **and**
 - Has, or will provide, documentary evidence such as a bankruptcy filing or other public documentation that supports its claim if it remains in bankruptcy or liquidation for more than three years.

Part XXI 501(c) Organization

35 I certify that the entity identified in Part I is a 501(c) organization that:

- Has been issued a determination letter from the IRS that is currently in effect concluding that the payee is a section 501(c) organization that is dated _____; **or**
- Has provided a copy of an opinion from U.S. counsel certifying that the payee is a section 501(c) organization (without regard to whether the payee is a foreign private foundation).

Part XXII Non-Profit Organization

36 I certify that the entity identified in Part I is a non-profit organization that meets the following requirements:

- The entity is established and maintained in its country of residence exclusively for religious, charitable, scientific, artistic, cultural or educational purposes;
- The entity is exempt from income tax in its country of residence;
- The entity has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
- Neither the applicable laws of the entity's country of residence nor the entity's formation documents permit any income or assets of the entity to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than pursuant to the conduct of the entity's charitable activities or as payment of reasonable compensation for services rendered or payment representing the fair market value of property which the entity has purchased; **and**
- The applicable laws of the entity's country of residence or the entity's formation documents require that, upon the entity's liquidation or dissolution, all of its assets be distributed to an entity that is a foreign government, an integral part of a foreign government, a controlled entity of a foreign government, or another organization that is described in this Part XXII or escheats to the government of the entity's country of residence or any political subdivision thereof.

Part XXIII Publicly Traded NFFE or NFFE Affiliate of a Publicly Traded Corporation

Check box 37a or 37b, whichever applies.

37a I certify that:

- The entity identified in Part I is a foreign corporation that is not a financial institution; **and**
- The stock of such corporation is regularly traded on one or more established securities markets, including _____ (name one securities exchange upon which the stock is regularly traded).

b I certify that:

- The entity identified in Part I is a foreign corporation that is not a financial institution;
- The entity identified in Part I is a member of the same expanded affiliated group as an entity the stock of which is regularly traded on an established securities market;
- The name of the entity, the stock of which is regularly traded on an established securities market, is _____; **and**
- The name of the securities market on which the stock is regularly traded is _____.

Part XXIV Excepted Territory NFFE

38 I certify that:

- The entity identified in Part I is an entity that is organized in a possession of the United States;
- The entity identified in Part I:
 - Does not accept deposits in the ordinary course of a banking or similar business,
 - Does not hold, as a substantial portion of its business, financial assets for the account of others, or
 - Is not an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account; **and**
- All of the owners of the entity identified in Part I are bona fide residents of the possession in which the NFFE is organized or incorporated.

Part XXV Active NFFE

39 I certify that:

- The entity identified in Part I is a foreign entity that is not a financial institution;
- Less than 50% of such entity's gross income for the preceding calendar year is passive income; **and**
- Less than 50% of the assets held by such entity are assets that produce or are held for the production of passive income (calculated as a weighted average of the percentage of passive assets measured quarterly) (see instructions for the definition of passive income).

Part XXVI Passive NFFE

40a I certify that the entity identified in Part I is a foreign entity that is not a financial institution (other than an investment entity organized in a possession of the United States) and is not certifying its status as a publicly traded NFFE (or affiliate), excepted territory NFFE, active NFFE, direct reporting NFFE, or sponsored direct reporting NFFE.

Check box 40b or 40c, whichever applies.

- b** I further certify that the entity identified in Part I has no substantial U.S. owners (or, if applicable, no controlling U.S. persons), **or**
- c** I further certify that the entity identified in Part I has provided the name, address, and TIN of each substantial U.S. owner (or, if applicable, controlling U.S. person) of the NFFE in Part XXIX.

F-262

Southern Baptist Theological Seminary

Exemption Number

Name of Exempt Institution

Important — Certificate not valid unless completed.

PURCHASE EXEMPTION CERTIFICATE

Check Applicable Block
Blanket
Single Purchase

I hereby certify that _____ is a Kentucky resident, nonprofit educational, charitable or religious institution, or Kentucky historical site, located at _____, Kentucky and that the tangible personal property, digital property or services to be purchased from _____

Name of Vendor

Address

will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.

Description of property to be purchased: _____

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.

Michael O'Sullivan

Controller

Authorized Signature

08/01/2018 - 07/31/2017

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.

Date

DEPARTMENT OF REVENUE

Frankfort, Kentucky 40620

51A126 (12-09)