(Date)

Dear Business Partner: (Name)

Virginia Commonwealth University in Qatar (VCU-Q) has implemented the financial system used by its home campus, Virginia Commonwealth University (Richmond, Virginia). Part of the process includes partnering with Qatar National Bank (QNB) in Doha, Qatar. In order to facilitate efficient payment processing, VCU-Q will utilize QNB’s online payment capability. VCU-Q requests the following information from your firm in order to set up the online payment function to pay invoices:

Legal Name of Firm

Billing Address

Bank Name

Bank Address

Bank Account Number

SWIFT Code

IBAN Number (if bank is outside of Qatar)

Name and Title of Company Officer Printed

Signature of Company Officer

**Please respond with this information on official company letterhead.**

If you have any questions, please contact Shaduli Thattan Valappil at svalappil@qatar.vcu.edu. VCU-Q looks forward to our continued working relationship.

Attachment: W-9 Request for Taxpayer Identification Number and

Certification (for US firms only)

Uploaded: 09-20-2016