

Please send this document to:

**KU LEUVEN**

## CUSTOMER INFORMATION SHEET

In order to comply with Belgian tax and accounting rules, we have to keep our customer data up to date and we kindly ask you to complete this form. These data will not be used for other purposes.

### YOUR LEGAL / OFFICIAL

Name:

Address:

Contact person:

Does the invoice have to mention a **Purchase Order number**?  YES  NO

**E-mail for E-invoice (PDF):**

***ALL future invoices will be sent to this e-mail address.  
If possible please mention a functional e-mail address.***

### ACCOUNTS PAYABLE

Name:

Address:

Telephone:

**E-mail for reminders:**

**Your legal form**  company  public institution  private institution  
 association  foundation  individual  
 professional  self-employed person

other:

**Briefly describe your core business:**

**If you are located in an**

**EU country:** do you have a **VAT number**:  Yes  No

Our VAT number is:

**Other country:**

If you are liable to a similar tax to European VAT, the fiscal number is:

If you are registered by the Chambre of Commerce (or similar), the registration number is:

**Remarks:**

Thank you for your kind co-operation.