

Procedure for Completing W9 Form


In order to provide prompt payments to individuals, it is important that the Controller's Office has properly completed W9 or substitute W9 forms (**preferred form**) prior to processing payments to individuals. Department responsibility for these payments/forms includes the following:

- Obtain a W9 or substitute W9 form whenever a "new supplier" PR is processed for an individual in HokieMart
- Always use black or blue ink so that these documents will scan properly
- Fill out the form accurately and completely
- Fax the form to 540-231-7221

The Controller's Office will return improperly completed forms to the originating department. W9 forms are located on the Controller's Office website and are shown below.

An electronic W9 form, which has been formatted for completion, can be found on the web <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

An electronic Substitute W9 form can be found on the Controller's website as well under https://controller.vt.edu/content/dam/controller_vt.edu/Forms/AccountsPayable/Updated_substitute_W-9_AP.pdf
Guidance for completion of the Substitute W9:



Virginia Tech
VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

VENDOR REGISTRATION
Substitute Form W-9
Mail or Fax completed form to:
300 Turner St. NW, Ste 3300, Blacksburg, VA 24061
Phone: (540) 231-2544 Fax: (540) 231-7221

Legal Name: _____ <small>(as it appears on your tax return)</small>	
Trade Name: _____ <small>(DBA)</small>	
Mail PURCHASE ORDERS and BIDS to: _____	Mail PAYMENTS to: _____
PO Telephone # (preferably toll free): _____	PO Fax # (preferably toll free): _____
Taxpayer Identification Number:	
Employer Identification Number (EIN): _____	AND/OR Social Security Number (SSN): _____
Entity Type (one MUST be checked)	
<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
<input type="checkbox"/> Government Entity	<input type="checkbox"/> Partnership
<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> _____	<input type="checkbox"/> Individual (see below)
For Individuals ONLY: <input type="checkbox"/> I am a U.S. Citizen, or <input type="checkbox"/> I have been granted permanent residency (green card holder), or <input type="checkbox"/> I am a Resident Alien for tax purposes and have contacted the international tax specialist at 540-231-3754 or jakuzs@vt.edu to discuss additional documentation that is required by federal law.	
Business Classification Type (check ALL that apply); for descriptions see: http://www.purch.vt.edu/Vendor/class.html	
<input type="checkbox"/> Large Business	<input type="checkbox"/> Small Business
<input type="checkbox"/> Minority owned Business	<input type="checkbox"/> Women Owned Business
<input type="checkbox"/> Other	

Certification: Under penalties of perjury, I certify that:
 (1) The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), and (2) The organization, entity and all other information provided is accurate, and (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 You must cross out item (3) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

Authorized Signature _____ Printed or Typed Name _____	Title _____ Phone Number _____ Date _____
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This should be the name that is reported to the IRS. (Legal Name)

This is the "dba", not all businesses will have this.

Address, City, State, & ZIP code **MUST** be filled out completely.

One or both boxes should be filled in.

Entity type **MUST** be checked, if LLC, tax classification **MUST** be checked as well.

For **INDIVIDUALS (NOT Businesses)**, check one of the lines.

Check all Business Classification Types that apply.

There **MUST** be a signature and printed or typed name

There **MUST** be a phone number and date

