



MEMORANDUM

DATE: May 25, 1999
TO: Deans, Directors, and Department Heads
FROM: Larry D. Lawrence, Manager of Accounting Services
SUBJECT: Voucher Payments to Individuals

The Internal Revenue Service requires us to request taxpayer identification numbers from all vendors with whom we do business. In order to comply with various IRS requirements, departments will need to request that **new individual or sole proprietor** vendors complete an IRS W-9 form prior to processing their payment. A copy of this form is enclosed. The W-9 form should be attached to the accounting voucher. Faxed copies will be accepted. For all non-individual vendors, such as corporations, the purchasing department will continue to request the W-9 forms.

We have thousands of W-9 forms already on file for existing vendors. To determine whether an individual is a new vendor to our system, logon to the Banner system and key in the vendors' taxpayer identification number on the FZIVEND screen. If this is a new vendor, the vendor name will be blank and the W-9 form will be required prior to payment.

Some existing vendors have not yet completed a W-9 form. Vendors whose records contain one of the following vendor types on the FZIVEND screen will also need to file a W-9 form:

- DP Direct Pay Vendor,
- YY Misc Individual Payments,
- XX Incomplete Vendor Info, or
- ZZ Sole Proprietorship Owner.

Please note that W-9 forms are not required for travel vouchers. Also, **if the vendor is not a U. S. citizen they should complete a W-8 form instead of the W-9.** A vendor type of "F" indicates that the vendor is a foreign national and will need to complete a W-8 form each time a voucher is submitted. Departments should refer to the memorandums issued on May 24, 1999 for additional detailed requirements for payments to foreign nationals.

To expedite the processing of your department's vouchers, please ensure that a W-9 form is attached to the accounting voucher as outlined above. Questions regarding this process should be directed to Jeanie Quesenberry, our Accounts Payable Supervisor, at 231-2544 or e-mail jque@vt.edu.

LL/mlm

Enclosure