

Payee Substitute W-9 Form

In order for this request to be processed, the form must be notarized prior to submittal.

Transaction Type

SEC 1	<input type="checkbox"/> New Set Up	<input type="checkbox"/> Change Existing Information
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Payee Information

SECTION 2	Are you a US citizen or permanent resident?	Yes	No
	Individual/Company/U.S. Entity Legal Name		
	DBA (if applicable)		
	Taxpayer ID#	<input type="text"/>	or SSN <input type="text"/>
NIGP Commodity Code: <input type="text"/>			

Vendor Type – please select all that apply

SECTION 3	<input type="checkbox"/> Individual/Sole Proprietorship or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate
	Limited Liability Company: Enter the tax classification (C = C Corporation, S = S Corporation, P = Partnership) _____
	State Agency <input type="checkbox"/> Other _____

Vendor Information/Mailing Address

SECTION 4	Mailing Address:			Remit Address:		
	City	State	Zip	City	State	Zip
	Organization Contact Name (if different)		Email	Phone		

Payment Type

SEC 5	<input type="checkbox"/> Virtual Payment Card (Preferred Method) <input type="checkbox"/> AMEX _____ <input type="checkbox"/> MasterCard _____	<input type="checkbox"/> ACH (If selecting ACH Method, please also complete the Direct Deposit Authorization Form)	<input type="checkbox"/> Check
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University Contact

SECTION 6	Name	Phone
	Email	Department

Certification: Under Penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number.
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am a U.S. citizen or other U.S. person.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return. For real estate transactions, item 2 above does not apply.

I understand that my request will not be processed if Texas State University does not receive all supporting documentation required to establish a vendor (See above list of necessary supporting documentation).

Print Name: _____

Signature: _____

Date: _____

State of _____ County of _____ This instrument was acknowledged before me on _____ by _____. _____ Notary Public's Signature
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Instructions for Payee Substitute W-9

This form is required by Texas State University to make payments to any vendor. As per the Internal Revenue Services (IRS) regulations, it is required to provide Texas State University with a valid Tax Identification Number (TIN). Proper TIN's include Social Security Number (SSN) or Federal Employer Identification Number (FEIN).

Section 1: Transaction Type

Select the appropriate transaction type.

Section 2: Payee Information

Enter your entity's Legal Name as found on your IRS documents and the corresponding Tax Identification Number. If operating as a DBA, enter the name in the DBA field, otherwise leave blank.

Section 3: Vendor Type

Select which vendor type applies to your business. If you are not a business, please select individual. This information identifies how the vendor will be taxed per the IRS.

Section 4: Vendor Information/Mailing Address

Enter your entity's Contact Information. **Please provide the contact information for an executive at your organization. This individual should be a person who makes legal and/or financial decisions for your organization.** Enter your entity's mailing address and remit to address (if applicable). If the mailing address and the remit to address are the same, complete the mailing address only.

Section 5: Payment Type

Select the type of payment you would prefer. Please note, if you select to receive payments via ACH, the Direct Deposit Authorization form must also be completed. To get information regarding the Virtual Payment Cards, please contact the Purchasing Department at purchasing@txstate.edu or (512) 245-2521.

Section 6: University Contact

Enter the person with Texas State University that you will be providing goods and/or services for. This person will be contacted once the Payee Substitute W-9 has been processed.

The form must be signed and notarized or it will be considered invalid. Texas State University requires the Payee Substitute W-9 to be notarized before a vendor will be created or changes will be made.

Please return completed form to Procurement & Strategic Sourcing to one of the following methods.

Mail:
Texas State University, Procurement & Strategic Sourcing
601 University Dr., JCK 527
San Marcos, TX 78666
Fax: 512.245.2393

Email: vendorrequests@txstate.edu

For questions, please contact our office at vendorrequests@txstate.edu.