

NEW/UPDATE VENDOR FORM FOR INDIVIDUALS THE UNIVERSITY WILL NOT PAY THE INDIVIDUAL UNTIL IRS FORMS ARE ON FILE		
Please check appropriate citizenship status: U.S. Citizen Permanent Resident		Non U.S. Citizen DO NOT complete the IRS W9. Please click link below. http://www.wesleyan.edu/finance/foreignpayments/visitorguidelines.html
Individual's Name (As shown on your IRS record)		'
Home Address:		
Phone Number		
Business purpose		
Email address (Required for Direct Deposit)		
Direct Deposit Information: (Must be a U.S. bank & a voided check must be attached to set up direct deposit) ACH transfer/PPD format Direct deposit is optional but is Wesleyan's preferred method of payment. Check requests may result in delayed payment.		
U.S. Bank Name	wesieyan's preferred	i method of payment. Check requests may result in delayed payment.
Account/Routing Numbers Ck Say		
I understand that including my banking information above indicates that I authorize Wesleyan University to initiate electronic credit entries (direct deposit), and if necessary, debit entries or adjustments for any funds to which I am not entitled upon notification from Wesleyan. I will notify Wesleyan of any changes to the information above and understand that failure to do so may result in delayed payment. Under Connecticut state tax law, Wesleyan University may be required to withhold 6.99% for payments made to Athletes and Entertainers that meet the criteria. Please see Policy Statements at https://portal.ct.gov/DRS/Publications/Policy-Statements/ .		
A VOIDED CHECK OR DEPOSIT SLIP MUST BE ATTACHED BELOW TO SET UP DIRECT DEPOSIT		
**Signature		Date
VOLID CONTACT AT WESI EVAN (Name/Department):		

INSTRUCTIONS: Complete and return using one of the methods listed below.
-Upload to our Dropbox at https://webapps.wesleyan.edu/dropbox/finance
-Mail to Wesleyan University, Controller's Office, Accounts Payable, 55 High Street, Middletown, CT 06457

If you have any questions concerning this form, please email aphelp@wesleyan.edu