

New Vendor/Substitute W-9 Form- FOR INDIVIDUALS (All fields need to be completed in order to process)

THE UNIVERSITY WILL NOT MAKE PAYMENTS UNTIL THIS FORM IS PROVIDED TO ACCOUNTS PAYABLE

Please check appropriate citizenship status: U.S. Citizen <input type="radio"/> Permanent Resident <input type="radio"/> Non U.S. Citizen <input type="radio"/>		If this status is checked, DO NOT complete Subst. W-9 section below. See http://www.wesleyan.edu/finance/foreignpayments/visitorguidelines.html
Individual's Name: _____ (Name as shown on your IRS record)		
Home Address:		
	Address 1	_____
	Address 2	_____
	Address 3	_____
City, State, Zip _____		
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) Direct deposit is optional but is Wesleyan's preferred method of payment. Check requests may result in delayed payment.		
	U.S. Bank Name	_____
	Account Number	_____
	Ck <input type="radio"/> Sav <input type="radio"/>	
	Routing Number/Bank ID	_____
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 was 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. Direct Deposit transfer/PPD format		
Signature for direct deposit _____		Date _____

SUBSTITUTE FORM W-9

Individuals must sign the bottom line. Social Security number is not required for expense reimbursements.

Tax Identification Number: The number provided must match the name listed above to avoid backup withholding.

****Social Security Number** _____ - _____ - _____

Certification/Signature
 Under penalties of perjury, my signature certifies that:

- (1) I am a U.S. person (U.S. Resident Alien or Permanent Resident) Use form W-9 only if you are a U.S. person. The IRS defines a U.S. Person as: (1) a U.S. citizen, (2) an entity created or organized in, or under the laws of, the United States; a state; or the District of Columbia or (3) a U.S. resident;
- (2) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me);
- (3) 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.
- (4) I am not currently debarred or suspended from a covered transaction by any Federal department or agency and I am not listed as suspended or debarred on the Federal System for Award Management (SAM)

Certification instructions – You must cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, number 3 above does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

**** Signature of Person completing this form:** _____ **Date** _____

YOUR CONTACT AT WESLEYAN (Name/Department): _____

INSTRUCTIONS: Complete and return by one of the methods listed below.
 -Fax to 860-685-2814
 -Scan and email to ap@wesleyan.edu
 -Mail to Wesleyan University, Finance Office, Accounts Payable, 287 High Street, Middletown, CT 06459
 If you have any questions concerning this form, please contact Tamara (860) 685-2843 or Crystal (860) 685-2842.

Note: 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 <http://www.ct.gov/drs/lib/drs/publications/pubsp/2008/ps08-1.pdf>