



Wesleyan University

NEW/UPDATED VENDOR FORM FOR BUSINESSES
THE UNIVERSITY WILL NOT PAY THE VENDOR UNTIL AN IRS W9 FORM IS ON FILE

Business Name:

Name as shown on your IRS record, if different from Business Name (“dba” businesses must list Owner Name here)

Check all appropriate business categories (If applicable) WBE DBE MBE SBE

Remittance Address:

Contact Name/Phone

Email Address
(Required for Direct Deposit)

Direct Deposit Information: (Must be 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	
Account/Routing Numbers	
Ck Sav	

We understand that including our banking information above indicates that we authorize Wesleyan University to initiate electronic credit entries (direct deposit), and if necessary, debit entries or adjustments for any funds to which we are not entitled upon notification from Wesleyan. We will notify Wesleyan of any changes to the information above and understand that failure to do so may result in delayed payment.

I certify that this business is not currently debarred or suspended from a covered transaction by any Federal department or agency and is not listed as suspended or debarred on the Federal System for Award Management (SAM)

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 <https://portal.ct.gov/DRS/Publications/Policy-Statements/>.

A VOIDED CHECK OR DEPOSIT SLIP MUST BE ATTACHED BELOW TO SET UP DIRECT DEPOSIT

****Signature** _____ **Title** _____ **Date** _____

YOUR CONTACT AT WESLEYAN (Name/Department):

INSTRUCTIONS: Complete and return using one of the methods listed below.
-Fax to 860-685-2458
-Upload to our Dropbox at <https://webapps.wesleyan.edu/dropbox/finance>
-Mail to Wesleyan University, Finance Office, Accounts Payable, 291 Main Street, Middletown, CT 06457

If you have any questions concerning this form, please contact Tamara Harley (860) 685-2843 or tharley@wesleyan.edu.