



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. Notify your Wesleyan contact to proceed with Non U.S. work authorization and tax residency determination.
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	
Account/Routing Numbers Ck Sav	
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** _____

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.