

The W-9 Form is an Internal Revenue Service form, "Request for Taxpayer Identification Number." The form is required by the Internal Revenue Service in order to prepare information returns such as a Form 1099. We require our vendors to provide us with their W-9 before payment is made.

While a college purchase order can be issued to a vendor without a W-9 on file, the vendor is placed on payment hold until the W-9 is received by Accounts Payable. **No payments can be made to any vendor until a current W-9 is on file with Accounts Payable.** We recommend, especially with new vendors, that you attach a completed W-9 to your purchase requisition or check request to ensure that your vendor can be paid in a timely manner.

#### IMPORTANT CONCEPTS FOR VENDOR W-9'S

- W-9's must be completed by the vendor, not by the requesting department. Accounts Payable relies on the W-9's to provide the correct vendor name and address, especially concerning the spelling of the vendor's name. No portion of the W-9 should be completed except by the vendor.
- Faxed copies of W-9's are acceptable. Please fax to Accounts Payable at 727-444-6458.
- Blank forms and instructions can be obtained at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>