



## New Vendor/Substitute W-9 Form- FOR BUSINESSES

### THE UNIVERSITY WILL NOT PAY VENDORS UNTIL THIS FORM IS PROVIDED

**Check appropriate business category:**

Corporation ☐ Limited Liability Comp ☐ Sole Proprietorship ☐ Partnership ☐ Other ☐

**Business Name:**

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

**Remittance Address:**

**Address 1**

Address 2

**City, State, Zip**

**Contact Name:**

**Contact Phone/Fax:**

**Business Purpose**

**Email Address**

(Required for Direct Deposit)

**Direct Deposit Information: (Voided check must be attached)**

**Direct deposit is optional but is Wesleyan's preferred method of payment. Check requests may result in delayed payment.**

**Bank Name**

**Account Number**

Ck ☐ Sav ☐

**Routing Number/Bank ID**

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.

Signature \_\_\_\_\_ Title \_\_\_\_\_

ACH transfer/PPD format

### **Tax Identification Number (TIN):**

The TIN provided must match the Name on IRS Record, to avoid backup withholding. For individuals with a "dba" business, this is your Social Security Number; for other entities, it is your Employer Identification Number (EIN)

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ EIN/FEIN \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**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](mailto:ap@wesleyan.edu)**

**-Mail to Wesleyan University, Finance Office, Accounts Payable, 237 High Street, Middletown, CT 06459-0241**

If you have any questions concerning this form, please contact Tamara (860) 685-2843 or Janet (860) 685-2842.

Note: Under Connecticut state tax law, Wesleyan University may be required to withhold 5% 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>