



**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** ☐ **Permanent Resident** ☐

**Non U.S. Citizen** ☐

If this status is checked, DO NOT complete Subst. W-9 section below. See <http://www.wesleyan.edu/finance/financeDept/foreignTax/policyForeign.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: (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 <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 \_\_\_\_\_ Date \_\_\_\_\_

**SUBSTITUTE FORM W-9**

**Individuals just being reimbursed do NOT need to complete this section.**

**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.

**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:** \_\_\_\_\_

**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>