If your STFC expenses are travel related, the university accounting department is now requiring that you fill out a W-9 form. Below are the instructions for filling it out. Please submit your W-9 *handwritten* either by scanning and emailing it or by dropping it off in my office at the SGA office on the first floor of Magnolia ballroom.

Of the four-page document, only the first is needed. Please complete the applicable fields in the top section including:

·         Name

·         Federal Tax Classification (please select “Individual/sole proprietor”)

·         Address

·         City, state, and ZIP code

·         Social security number

In Part II, please sign/date. It is important to know that an electronic signature will NOT be accepted. Please print the form and then sign/date.

Due to the sensitivity of the information provided on the form, please feel free to drop off the completed form to either the SGA Office or the Campus Life Office in the Student Activities Center if you feel more comfortable doing so. Otherwise, feel free to email your scanned handwritten form to myself at this email or the assistant director of business operations for campus life, Jonathan Meyer at [jonathan.meyer@gcsu.edu](mailto:jonathan.meyer@gcsu.edu).

Thanks, and please let me know if you have any questions or concerns,