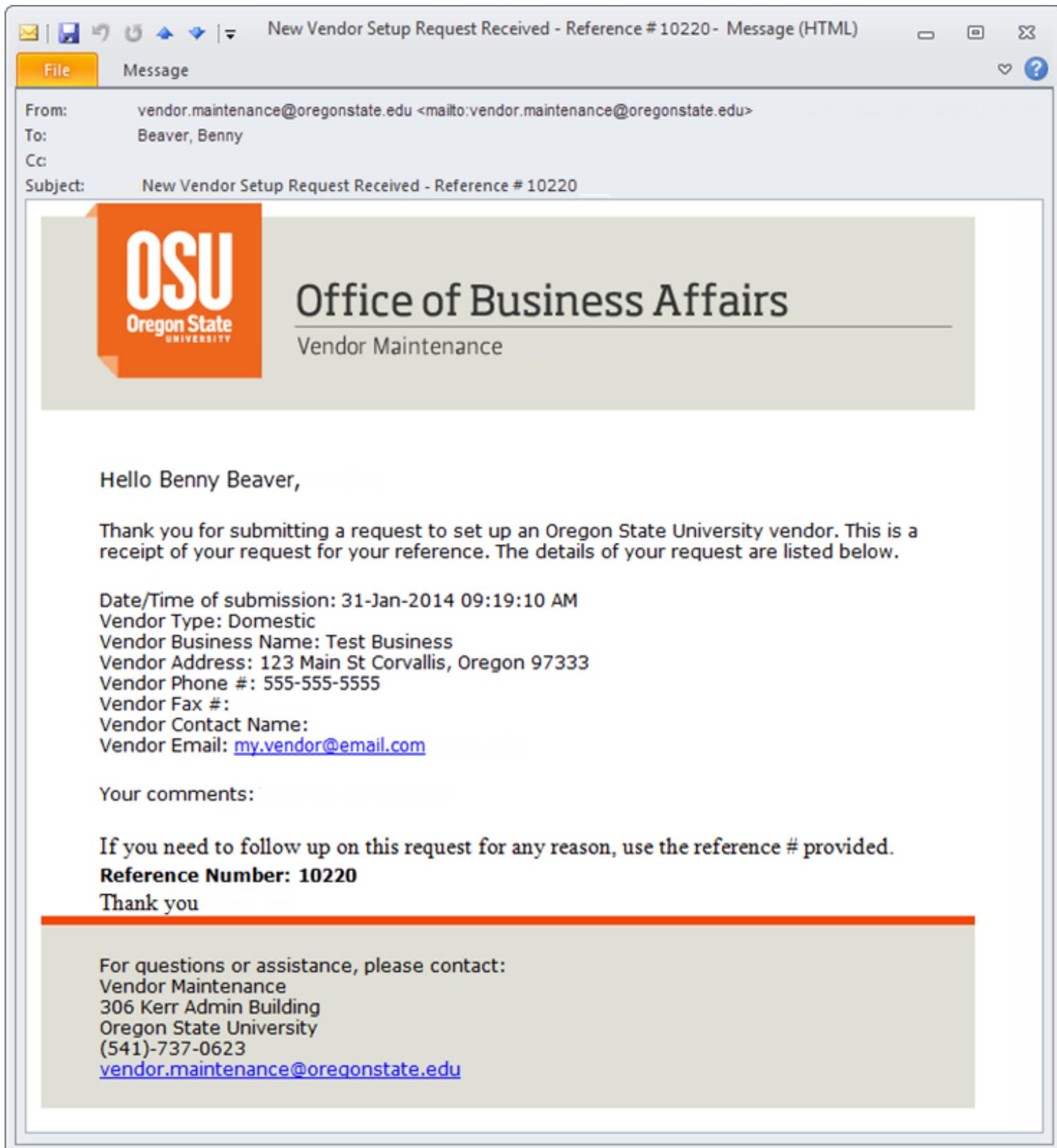


**Confirmation Email**

This email is generated after you submit your vendor setup request. It includes the vendor information and the reference number. Note: The vendor details below are generic; your email will include the details you entered in the system.



The screenshot shows an email client window with the title "New Vendor Setup Request Received - Reference # 10220 - Message (HTML)". The email header includes:

- From: vendor.maintenance@oregonstate.edu <mailto:vendor.maintenance@oregonstate.edu>
- To: Beaver, Benny
- Cc:
- Subject: New Vendor Setup Request Received - Reference # 10220

The email body features the OSU logo and the text "Office of Business Affairs" and "Vendor Maintenance".

Hello Benny Beaver,

Thank you for submitting a request to set up an Oregon State University vendor. This is a receipt of your request for your reference. The details of your request are listed below.

Date/Time of submission: 31-Jan-2014 09:19:10 AM  
Vendor Type: Domestic  
Vendor Business Name: Test Business  
Vendor Address: 123 Main St Corvallis, Oregon 97333  
Vendor Phone #: 555-555-5555  
Vendor Fax #:  
Vendor Contact Name:  
Vendor Email: [my.vendor@email.com](mailto:my.vendor@email.com)

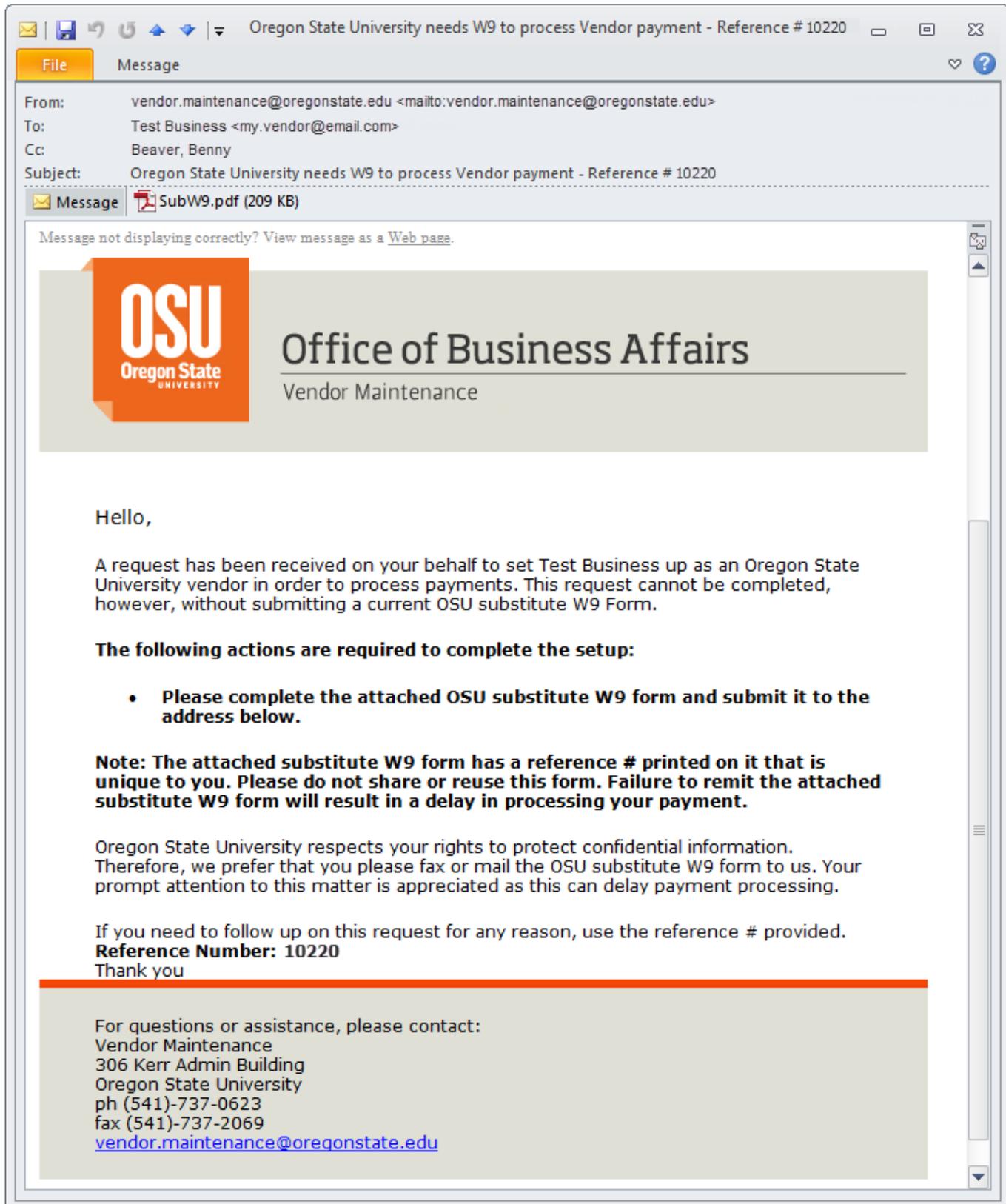
Your comments:

If you need to follow up on this request for any reason, use the reference # provided.  
**Reference Number: 10220**  
Thank you

For questions or assistance, please contact:  
Vendor Maintenance  
306 Kerr Admin Building  
Oregon State University  
(541)-737-0623  
[vendor.maintenance@oregonstate.edu](mailto:vendor.maintenance@oregonstate.edu)

**W9 Email – Vendor Email Entered**

This email is sent to the vendor if a vendor email was included in the setup details. You will be cc'd on all correspondence with the vendor. The attached substitute W9 includes the reference number generated from the system.



Oregon State University needs W9 to process Vendor payment - Reference # 10220

File Message

From: vendor.maintenance@oregonstate.edu <mailto:vendor.maintenance@oregonstate.edu>  
To: Test Business <my.vendor@email.com>  
Cc: Beaver, Benny  
Subject: Oregon State University needs W9 to process Vendor payment - Reference # 10220

Message SubW9.pdf (209 KB)

Message not displaying correctly? View message as a [Web page](#).

 **Office of Business Affairs**  
Vendor Maintenance

Hello,

A request has been received on your behalf to set Test Business up as an Oregon State University vendor in order to process payments. This request cannot be completed, however, without submitting a current OSU substitute W9 Form.

**The following actions are required to complete the setup:**

- **Please complete the attached OSU substitute W9 form and submit it to the address below.**

**Note: The attached substitute W9 form has a reference # printed on it that is unique to you. Please do not share or reuse this form. Failure to remit the attached substitute W9 form will result in a delay in processing your payment.**

Oregon State University respects your rights to protect confidential information. Therefore, we prefer that you please fax or mail the OSU substitute W9 form to us. Your prompt attention to this matter is appreciated as this can delay payment processing.

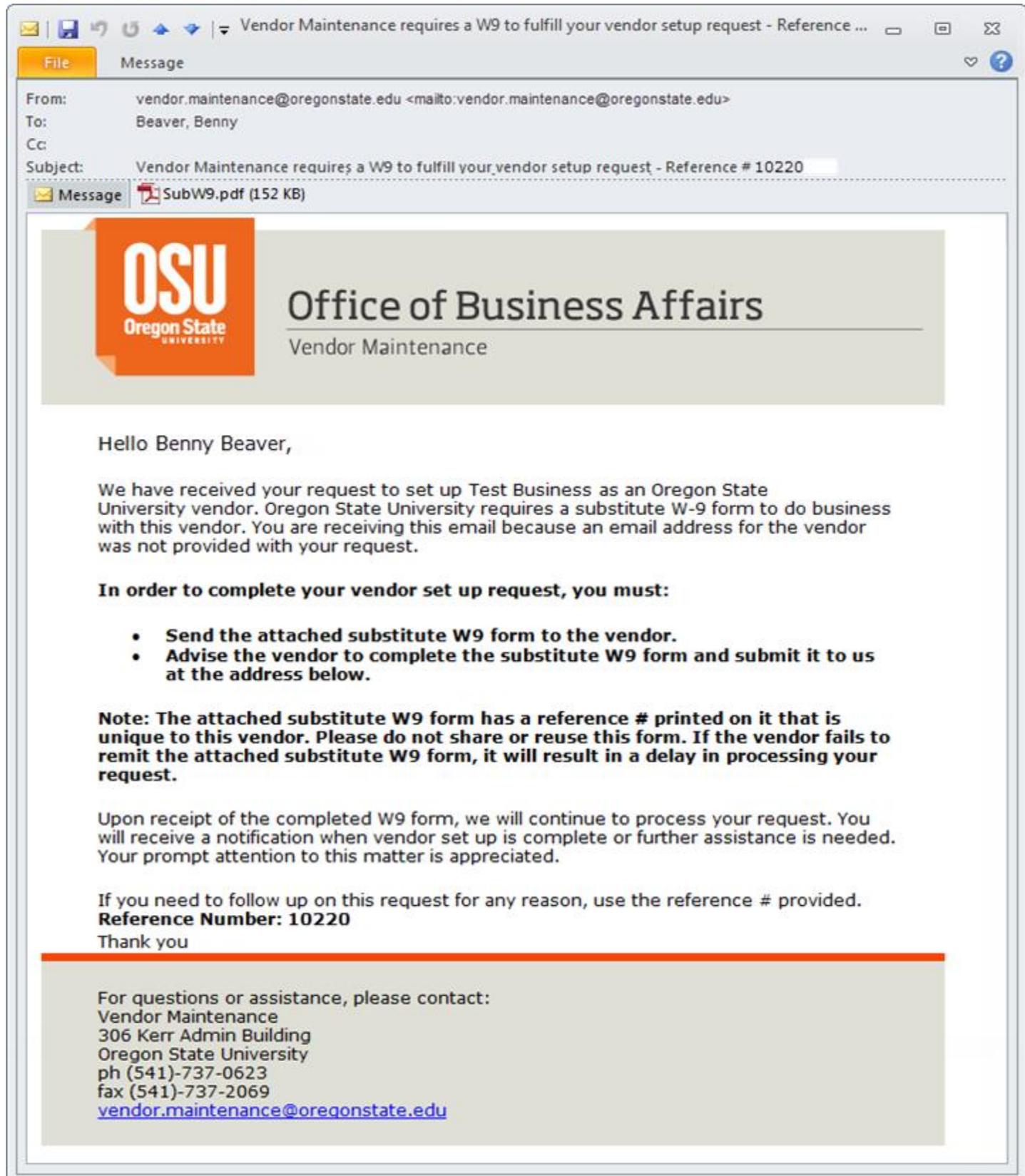
If you need to follow up on this request for any reason, use the reference # provided.  
**Reference Number: 10220**  
Thank you

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For questions or assistance, please contact:  
Vendor Maintenance  
306 Kerr Admin Building  
Oregon State University  
ph (541)-737-0623  
fax (541)-737-2069  
[vendor.maintenance@oregonstate.edu](mailto:vendor.maintenance@oregonstate.edu)

**W9 Email – No Vendor Email Entered**

If no vendor email is entered, this email is sent to the requestor to follow up with the vendor. Again, the attached substitute W9 includes the reference number generated from the system.



The screenshot shows an email interface with the following details:

- From:** vendor.maintenance@oregonstate.edu <mailto:vendor.maintenance@oregonstate.edu>
- To:** Beaver, Benny
- Cc:**
- Subject:** Vendor Maintenance requires a W9 to fulfill your vendor setup request - Reference # 10220

The email body contains the following text:

**OSU**  
Oregon State  
UNIVERSITY

## Office of Business Affairs

Vendor Maintenance

Hello Benny Beaver,

We have received your request to set up Test Business as an Oregon State University vendor. Oregon State University requires a substitute W-9 form to do business with this vendor. You are receiving this email because an email address for the vendor was not provided with your request.

**In order to complete your vendor set up request, you must:**

- **Send the attached substitute W9 form to the vendor.**
- **Advise the vendor to complete the substitute W9 form and submit it to us at the address below.**

**Note: The attached substitute W9 form has a reference # printed on it that is unique to this vendor. Please do not share or reuse this form. If the vendor fails to remit the attached substitute W9 form, it will result in a delay in processing your request.**

Upon receipt of the completed W9 form, we will continue to process your request. You will receive a notification when vendor set up is complete or further assistance is needed. Your prompt attention to this matter is appreciated.

If you need to follow up on this request for any reason, use the reference # provided.  
**Reference Number: 10220**

Thank you

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For questions or assistance, please contact:  
Vendor Maintenance  
306 Kerr Admin Building  
Oregon State University  
ph (541)-737-0623  
fax (541)-737-2069  
[vendor.maintenance@oregonstate.edu](mailto:vendor.maintenance@oregonstate.edu)

**Substitute W9**

The next two pages show the substitute W9 that is generated with the reference number included.

	Reference Number: 10220	Substitute W-9 & Direct Deposit Authorization Form
<b><u>Be sure to complete the appropriate form (see below)</u></b>		
Vendors that meet the following must complete this Substitute W-9 Form:		
<ol style="list-style-type: none"><li>1. You are a U.S. entity (including a resident alien); <b>AND</b></li><li>2. You are a vendor that provides goods or services to Oregon State University; <b>AND</b></li><li>3. You will receive payment from Oregon State University.</li></ol>		
<b>Instructions for completing this form</b>		
Prior to Oregon State University issuing a purchase order or payment to you, we require a completed OSU Substitute W-9 Form to be on file with the University. The OSU Substitute W-9 is used to obtain your W-9 information as well as any minority-owned, women-owned, small emerging business and disadvantaged (MWESB) status. Information on state certified MWESB status is available at the state web site: <a href="http://egov.oregon.gov/DCBS/OMWESB/certification.shtml">http://egov.oregon.gov/DCBS/OMWESB/certification.shtml</a> .		
Although the information on this form may be similar to what is typically provided on an IRS W-9 Form, an IRS W-9 Form may not be submitted in lieu of this OSU Substitute W-9 Form.		
<b><u>Due to the confidential information requested; the form must be mailed or faxed as directed at the bottom of this page.</u></b>		
Vendors must complete all sections of this form (ACH optional, but strongly encouraged). Please fill out this fill-able PDF electronically using Adobe Reader then print and sign.		
<ol style="list-style-type: none"><li>1. Select <i>New Request</i> or <i>Update</i>. If <i>Update</i>, please fill in Vendor ID Number if known.</li><li>2. Enter your entity's Legal Name as found on your IRS documents and the corresponding Taxpayer ID Number.</li><li>3. If operating as a DBA, enter the name in the DBA field, otherwise leave blank.</li><li>4. Enter your entity's <i>Contact Information</i>.</li><li>5. Select all that apply for the <i>Vendor Type</i> and <i>MWESB</i> Sections.</li><li>6. Enter your entity's <i>Payment Address</i> and <i>Order Address</i>.</li><li>7. Check the box in the <i>Payment Address</i> section to make it your entities default address.</li><li>8. If the <i>Order Address</i> is the same as your <i>Payment Address</i> check the box above the <i>Order Address</i> section.</li><li>9. For <i>direct deposit</i> setup, enter your entity's information. Both saving and checking accounts are accepted, however no foreign banks are allowed. Payment notifications will be sent to the e-mail you provide in the <i>E-mail for Direct Deposit Notification</i> field.</li><li>10. A company officer must sign the <i>W-9 Certification</i>. Print officer name and title below signature.</li><li>11. A company officer must sign the <i>Direct Deposit Authorization and Agreement</i>. Print officer name and title below signature.</li><li>12. Send completed form to address at bottom of form.</li></ol>		
<b>Where to send the completed form</b>		
OSU Business Affairs, Vendor Maintenance B306 Kerr Administration Building Corvallis, OR 97331 or Fax: 541-737-2069		
<b>Need help?</b>		
Contact Vendor Maintenance at 541-737-0623		



Reference Number: 10220

Substitute W-9 & Direct Deposit Authorization Form

Complete form if: 1. You are a U.S. entity (including a resident alien); **AND**  
 2. You are a vendor that provides goods or services to Oregon State University; **AND**  
 3. You will receive payment from Oregon State University.

New Request     Update - Select from the following:     Tax ID     Legal Name     Vendor Type/MWESB     Vendor Order Address  
 Banner Vendor ID # \_\_\_\_\_     Direct Deposit     Contact Information     Vendor Payment Address

Vendor/Company/Entity Legal Name (Must match TIN below): \_\_\_\_\_  
 Taxpayer Identification Number (TIN): \_\_\_\_\_    OR    \_\_\_\_\_  
 Federal Tax I.D. Number    SSN - Individual/Sole Proprietor  
 DBA Name (If Applicable): \_\_\_\_\_

**Vendor Contact Information**  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Type - Select all that apply		MWESB - Select all that apply		State Certified	Self Certified
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Minority Business Enterprise		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Partnership	<input type="checkbox"/> Local Government	<input type="checkbox"/> Women Business Enterprise		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Incorporated	<input type="checkbox"/> State of Oregon	<input type="checkbox"/> Emerging Small Business		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Independent Contractor	<input type="checkbox"/> Federal Agency	<input type="checkbox"/> Disadvantaged Business Enterprise		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LLC		<input type="checkbox"/> Not Applicable			

Vendor Addresses - Payment Address (VP)	Order Address (VO - For Business Entities Only)
Street/PO Box _____	<input type="checkbox"/> Check if Order Address is same as Payment Address
Second Line _____	Street/PO Box _____
City _____ State _____ Zip _____	Second Line _____
	City _____ State _____ Zip _____

**Direct Deposit Setup Information** - In Oregon State University's commitment to sustainability, and to process your payment faster, we request you to complete the ACH enrollment section below. All fields must be completed for direct deposit setup.

Bank Name: \_\_\_\_\_ Email for Direct Deposit Notification: \_\_\_\_\_  
 Branch: \_\_\_\_\_ ABA Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Certification**  
 Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **AND**
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have **not** been notified by the Internal Revenue Service (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, **AND**
- I am a U.S. citizen or other U.S. person.

**Certification Instructions:** You must cross out item 2 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, item 2 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: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name and Title \_\_\_\_\_

**Direct Deposit Authorization and Agreement**  
 I authorize Oregon State University (OSU) to initiate direct deposit of funds to the account and financial institution indicated above, and to recover funds deposited in error if necessary; in compliance with Oregon and U.S. Law, and the Automatic Clearing House (ACH) rules.

I understand that:

- It is my responsibility to provide accurate and current banking information. Notification of direct deposits will be by e-mail; and it is my responsibility to provide a valid e-mail address.
- It is my responsibility to verify payment has been credited to my account, and that OSU assumes no liabilities for overdraft for any reason.
- This authorization will remain in effect until: a) a written request is received from a vendor officer to change or terminate direct deposit agreement; b) notification is sent by my bank that the account is no longer valid; c) two (2) years after last activity with OSU.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name and Title \_\_\_\_\_

Send completed form to: Mail: OSU Business Affairs, Vendor Maintenance  
 B306 Kerr Administration Building    OR    Fax: 541-737-2069  
 Questions? Call 541-737-0623    Corvallis, OR 97331

**Business Affairs Use Only** - Record Updated    Date: \_\_\_\_\_    Employee Name: \_\_\_\_\_    Employee Initials: \_\_\_\_\_