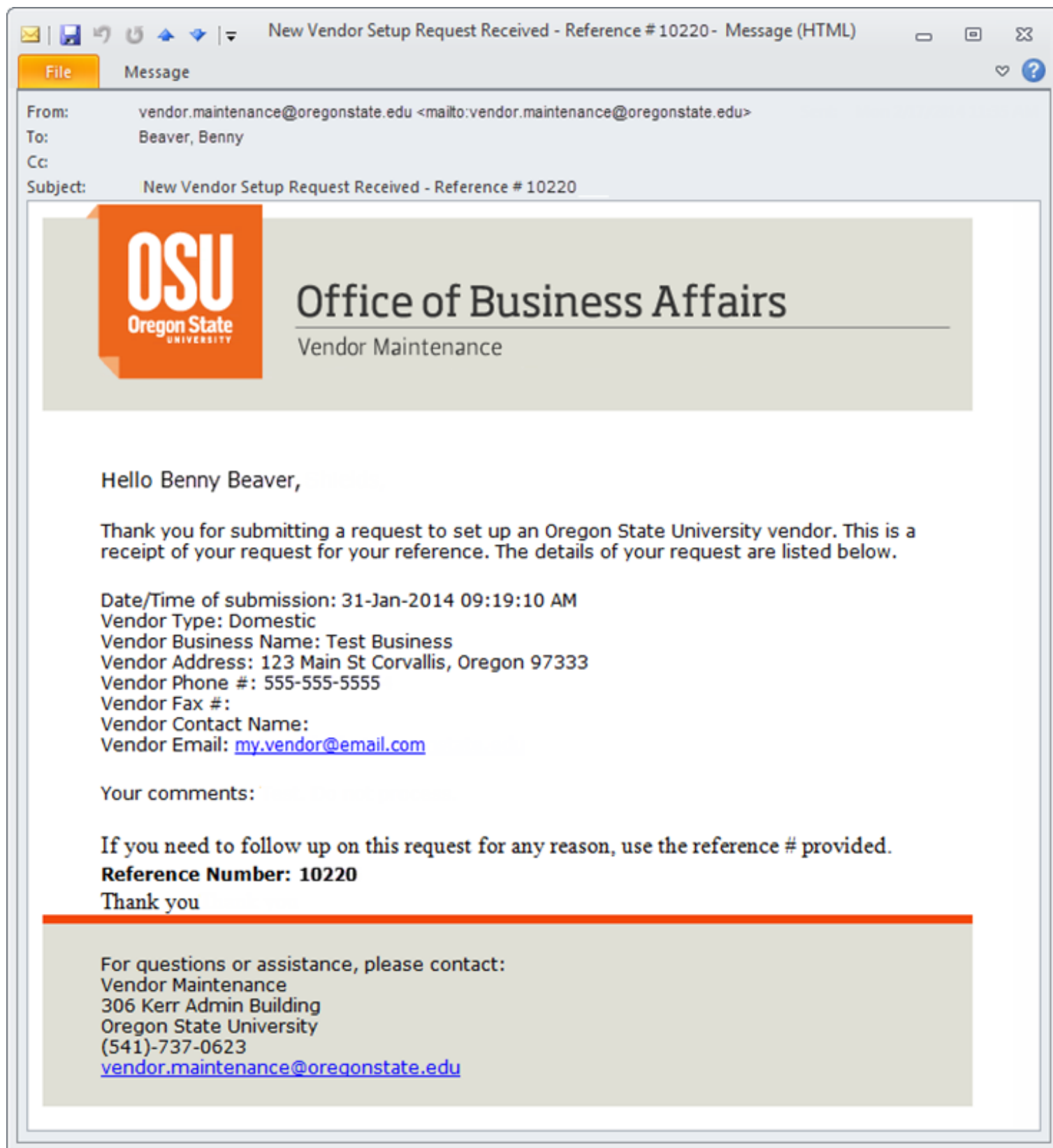


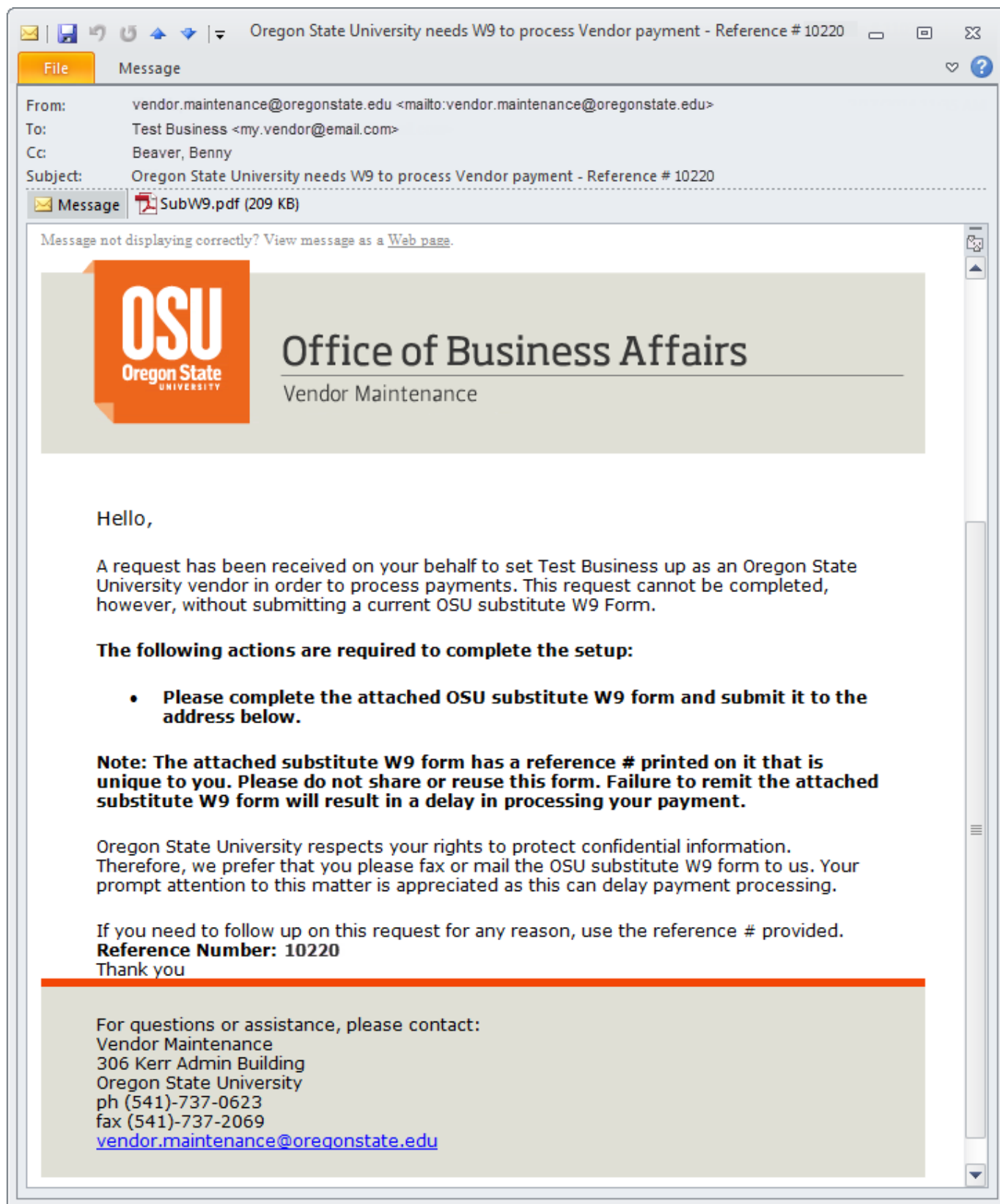
Confirmation Email

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.



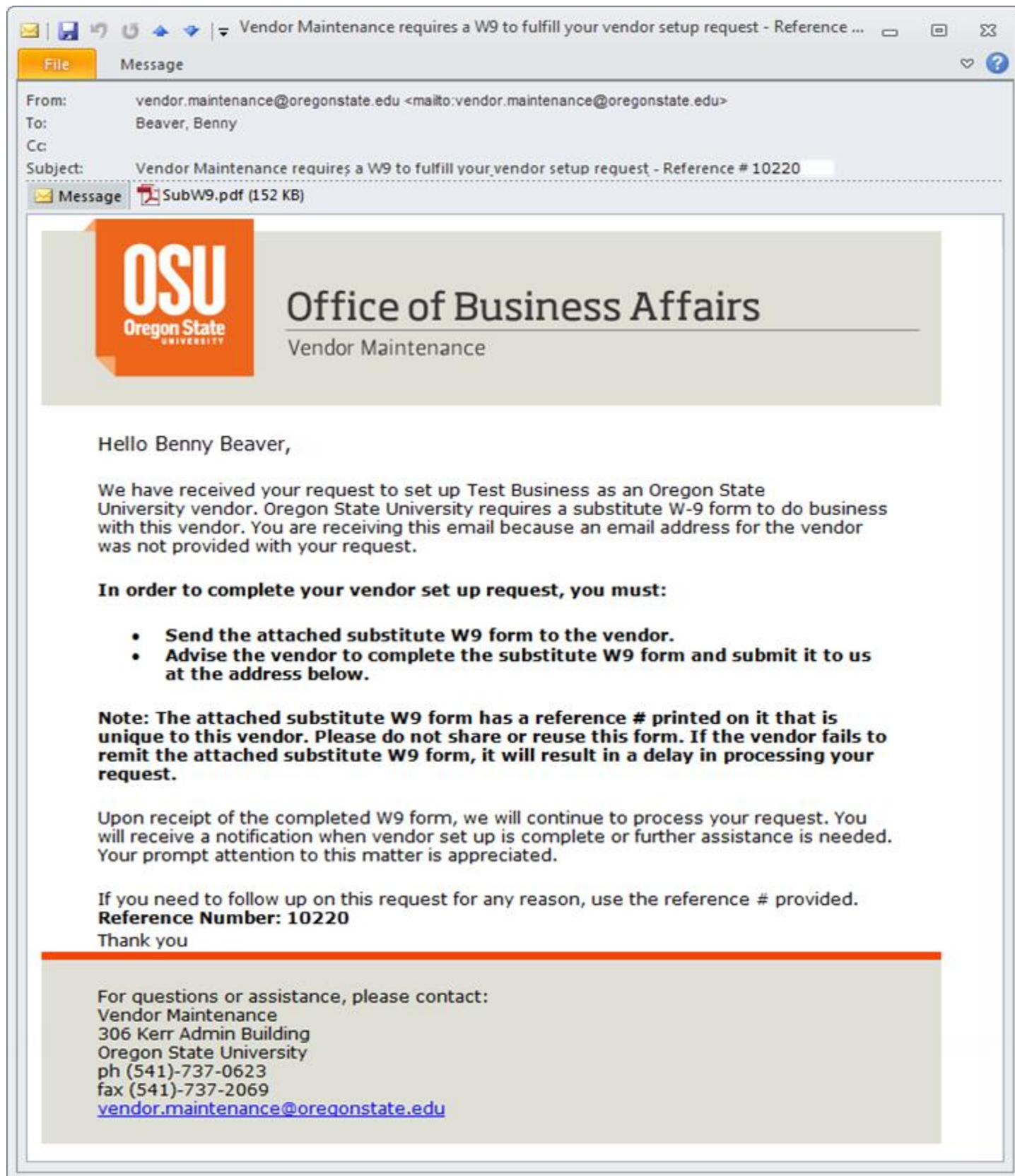
W9 Email – Vendor Email Entered

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.




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.



Substitute W9

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

	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference Number: 10220</div>	Substitute W-9 & Direct Deposit Authorization Form
<p><u>Be sure to complete the appropriate form (see below)</u></p> <p>Vendors that meet the following must complete this Substitute W-9 Form:</p> <ol style="list-style-type: none"> 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. <p>Instructions for completing this form</p> <p>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: http://eqov.oregon.gov/DCBS/OMWESB/certification.shtml.</p> <p>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.</p> <p><u>Due to the confidential information requested; the form must be mailed or faxed as directed at the bottom of this page.</u></p> <p>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.</p> <ol style="list-style-type: none"> 1. Select <i>New Request</i> or <i>Update</i>. If <i>Update</i>, please fill in Vendor ID Number if known. 2. Enter your entity's Legal Name as found on your IRS documents and the corresponding Taxpayer ID Number. 3. If operating as a DBA, enter the name in the DBA field, otherwise leave blank. 4. Enter your entity's <i>Contact Information</i>. 5. Select all that apply for the <i>Vendor Type</i> and <i>MWESB</i> Sections. 6. Enter your entity's <i>Payment Address</i> and <i>Order Address</i>. 7. Check the box in the <i>Payment Address</i> section to make it your entities default address. 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. 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. 10. A company officer must sign the <i>W-9 Certification</i>. Print officer name and title below signature. 11. A company officer must sign the <i>Direct Deposit Authorization and Agreement</i>. Print officer name and title below signature. 12. Send completed form to address at bottom of form. <p>Where to send the completed form</p> <p>OSU Business Affairs, Vendor Maintenance B306 Kerr Administration Building Corvallis, OR 97331 or Fax: 541-737-2069</p> <p>Need help? Contact Vendor Maintenance at 541-737-0623</p>		



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

- ☐ Sole Proprietorship ☐ Non Profit
☐ Partnership ☐ Local Government
☐ Incorporated ☐ State of Oregon
☐ Independent Contractor ☐ Federal Agency
☐ LLC

MWESB - Select all that apply

- ☐ Minority Business Enterprise ☐ State Certified ☐ Self Certified
☐ Women Business Enterprise ☐
☐ Emerging Small Business ☐
☐ Disadvantaged Business Enterprise ☐
☐ Not Applicable

Vendor Addresses - Payment Address (VP)

Street/PO Box _____

Second Line _____

City _____ State _____ Zip _____

Order Address (VO - For Business Entities Only)☐ Check if Order Address is same as Payment Address

Street/PO Box _____

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
Corvallis, OR 97331

OR

Fax: 541-737-2069

Questions? Call 541-737-0623

Business Affairs Use Only - Record Updated Date: _____ Employee Name: _____ Employee Initials: _____

Revised 09/30/2013