

**Be sure to complete the appropriate form (see below)**

Vendors that meet the following must complete this Substitute W-9 Form:

- 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.

Vendors that are a Foreign Alien or Entity may need to complete a W-8 Form. Instructions and forms may be found at:

[www.oregonstate.edu/fa/businessaffairs/sites/default/files/faa/W8.pdf](http://www.oregonstate.edu/fa/businessaffairs/sites/default/files/faa/W8.pdf). Do not use this Substitute W-9 form if you are a Foreign Alien or Entity.

Students, Staff, Volunteers, Candidates, Participants, and other persons that require vendor setup to receive a payment must have the requesting department complete the Activation & Maintenance Request for Reimbursement Payments Form found at:

[www.oregonstate.edu/fa/businessaffairs/sites/default/files/faa/Activation.pdf](http://www.oregonstate.edu/fa/businessaffairs/sites/default/files/faa/Activation.pdf)

**Instructions for completing this form**

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://egov.oregon.gov/DCBS/OMWESB/certification.shtml>.

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.

**Due to the confidential information requested; the form must be mailed or faxed as directed at the bottom of this page.**

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.

- 1. Select *New Request* or *Update*. If *Update*, 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 *Contact Information*.
- 5. Select all that apply for the *Vendor Type* and *MWESB* Sections.
- 6. Enter your entity's *Payment Address* and *Order Address*.
- 7. Check the box in the *Payment Address* section to make it your entities default address.
- 8. If the *Order Address* is the same as your *Payment Address* check the box above the *Order Address* section.
- 9. For *direct deposit* 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 *E-mail for Direct Deposit Notification* field.
- 10. Include a voided check for direct deposit verification.
- 11. A company officer must sign the *W-9 Certification*. Print officer name and title below signature.
- 12. A company officer must sign the *Direct Deposit Authorization and Agreement*. Print officer name and title below signature.
- 13. Send completed form to address at bottom of form.

**Items to attach to this form**

A voided check must be attached for direct deposit setup.

**Where to send the completed form**

OSU Business Affairs, Vendor Maintenance  
B306 Kerr Administration Building  
Corvallis, OR 97331

OR

Fax: 541-737-2069

To protect your information, please do not return this form by e-mail

**Need help?**

Contact Vendor Maintenance at 541-737-0623

