# Business and Finance Division SAINT LOUIS UNIVERSITY

## **VENDOR MASTER FORM**

☐ Expense Reimbursement
Non-Resident of US (Submit W8-BEIDEN)  Expense Reimbursement  Personal Services/Honoraria
☐ Expense Reimbursement
-
☐ Speaker/Lecture Fee
Services (type):
Rent
Refund
<u>_</u>
☐ Prize or Award
e line to designate type)
Certification of Status Form
Express? [ ] Yes [ ] No ority Vendor? [ ] Yes [ ] No
):
ired for Payment
NT FORM

Complete form and return to eSeePay@list.slu.edu or fax 314-977-2298



## Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as sho	wn on your income	tax return). Name is re	equired on this line; do r	not leave this line blank.						
	2 Business nam	e/disregarded entity	y name, if different from	m above							
Print or type. See Specific Instructions on page 3.	following seven boxes,							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any)			
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶  Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.							Exemption from FATCA reporting code (if any)			
	Other (see instructions) >							(Applies to accounts maintained outside the U.S.)			
								e and address (optional)			
	<ul><li>6 City, state, an</li><li>7 List account r</li></ul>	d ZIP code	onal)								
Pai	Taxp	ayer Identific	cation Number	(TIN)							
backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.							curity num	ber			
							ridentification number				
Number To Give the Requester for guidelines on whose number to enter.						-					
Par	Cert	ification				•					
Unde	penalties of pe	rjury, I certify that	t:								
2. I ar Sei	not subject to vice (IRS) that I	backup withhold	ing because: (a) I ar ckup withholding as	m exempt from back	r (or I am waiting for up withholding, or (b to report all interest o	) I have no	ot been r	notified by	the Inter		
3. I ar	a U.S. citizen	or other U.S. pers	son (defined below)	; and							
4. The	FATCA code(s	) entered on this f	orm (if any) indicati	ng that I am exempt	from FATCA reportir	ng is corre	ct.				
Certif	cation instructi	ons You must cre	oss out item 2 above	if you have been noti	fied by the IRS that vo	nu are curr	ently sub	niect to had	kun with	holding	hecause

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. See the instructions for Part II, later.

Sign Signature of U.S. person ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments**. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

**Date** ▶

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.