

Substitute W-9/Illinois State University Vendor Registration Form

Instructions:

- New Vendors:** Please see the next section to determine which form to complete.
- Current Vendors:** Has any information listed in the Vendor Information section (Name, Address, SS#, Legal Status, Immigration/Visa Status) changed since you received your last University vendor payment?
If Yes, please complete the Vendor Information sections below or foreign vendors should complete the Foreign Vendor/Visitor Information form.
If No, no further action is required at this time.

New Vendor Information / Vendor Information Updates

Are you a U.S. citizen or permanent resident? Yes No

If Yes, please complete this form and return to the Comptroller's Business Office.

If No, please complete the Foreign Vendor/Visitor Information form available at the [Comptroller's Office website](#)

IRS Tax Information: Enter the TIN on the appropriate line that matches with the Name line listed below.

Social Security Number (SSN): _____

Federal Employer Identification Number: _____

[The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require ISU to withhold 28% for backup withholding tax.]

Primary Vendor Contact Information for sending 1099

MISC form:

Name: _____

Other Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Zip: _____

Business Phone: _____

Business Fax: _____

E-mail: _____

Contact Person: _____

Alternate Contact Information:

Please check if applicable.

Check Remittance Address or Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Zip: _____

Business Phone: _____

Business Fax: _____

E-mail: _____

Legal Status:

Corporation Partnership Sole Proprietor Not-for-Profit LLC Individual Other

If LLC, please enter LLC Tax Classification Type (Corporation, S Corporation, Partnership, Sole Proprietor): _____

Under penalties of perjury I certify that:

- The number shown on this form is my correct taxpayer identification number, 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.

Signed: _____ Date: _____

[INSTRUCTIONS: You must cross out item 2 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. Generally, you are not required to sign the certification, unless for interest and dividend payments, but you must provide your correct Taxpayer Identification Number (TIN).]

SUBMITTING THE FORM: If you are a New Vendor or are submitting Vendor Information Updates, please submit all completed forms to the Comptroller's Business Office at: Campus Box 1200, Normal, IL 61790-1200, FAX: 309-438-8245. If you have questions concerning this form you may call 309-438-5751 or email Hayley Helpingstine at hlhelpi@ilstu.edu.