

**Substitute W-9/Illinois State University Vendor Registration Form  
New Vendor Information / Vendor Information Updates**

1. **New Vendors:** Please see the next section to determine which form to complete.
2. **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 section below. Foreign Vendors should complete the appropriate foreign vendor form, see additional information below.
- If **No**, no further action is required at this time.

**Are you a U.S. citizen, permanent resident or resident for tax purposes?**  Yes  No

If **Yes**, please complete this form and return to the Comptroller's Business Office via the [secure dropbox](#).

If **No**, please complete the foreign vendor forms available at the Comptroller's Office website. Individuals will complete the form W-8BEN and entities will complete the form W-8BEN-E. Individuals should complete the Statement for Services Performed Outside the U.S. if staying abroad. Please contact TaxOffice@ilstu.edu with questions.

IRS Tax Information: Enter your Taxpayer Identification Number (TIN) in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for other entities, it is your employer identification number (EIN). **Note: See the W-9 instructions at [www.irs.gov](http://www.irs.gov) if you are not certain what name to use.**

**Social Security Number (SSN)** \_\_\_\_\_

**Federal Employment 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 backup withholding tax.]

**PLEASE TYPE OR PRINT INFORMATION**

**Prime Vendor Contact Information for 1099 MISC form:**

**Name:** \_\_\_\_\_

**Other Name:** \_\_\_\_\_

**Address Line 1:** \_\_\_\_\_

**Address Line 2:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Alternate Contact Information for sending 1099 MISC form:**

Please check if applicable.

**Other Address – list type** \_\_\_\_\_

**Address Line 1:** \_\_\_\_\_

**Address Line 2:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Legal Status:

Individual/Sole Proprietor or Single-member LLC    Corporation    S Corporation    Partnership    Trust/Estate

Limited Liability Company -- Enter the LLC tax classification 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.

Other \_\_\_\_\_ (see IRS W-9 instructions for details)

Exempt payee code (if any) \_\_\_\_\_ Exemption for FATCA reporting code (if any) \_\_\_\_\_ See IRS W-9 instructions for details.

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

1. The number shown on this form is my correct taxpayer identification number, and
2. 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
3. I am a U.S. citizen or other U.S. person.
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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 a second property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN.