

Substitute W-9/Illinois State University Vendor Registration Form

- 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](#)
Text

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: _____

Add. Line 1: _____

Add. Line 2: _____

City: _____

State: _____ Zip: _____

Business Phone: _____

Business Fax: _____

E-mail: _____

Contact Person: _____

Alternate Contact Information:

Please check if applicable.

Other Address - list type _____

Add. Line 1: _____

Add. Line 2: _____

City: _____

State: _____ Zip: _____

Business Phone: _____

Business Fax: _____

E-mail: _____

Please type or print information .

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): _____

Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ [See IRS W-9 instructions for details]

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.
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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.

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, Attn: Lauri Joynt 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 ljoynt@ilstu.edu.