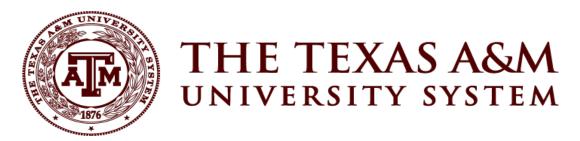


Substitute W9 & Vendor Direct Deposit Form

For TAMUS Only: Aggie Buy:			Concur:	Funds:
Payee Information: Transaction Type:				
Individual/Company/Entity Legal Name: (Must match TIN below):				
Taxpayer ID #:	or			
Taxpayer ID #: Federal Tax I.D Number	SS	SN - Individual/Sole	Proprietor	
DBA Name (If Applicable):				
Vendor Type - Select all that apply:				
Individual/Sole Proprietorship C - Corporation	S - Corporation	Partnership	Trust/Estate	Other
Limited Liability Company. Enter the tax classification (C =	C corporation, S = S corp	oration, P = partner	ship)	
Exempt payee code (if any) Exemption from FATCA	A reporting code (if any)			
Vendor Contact Information:				
Name: (Print Name)		Pho	ne:	
Please Provide an Email For Orders:				
Vendor/Individual Remit To Address:	Order Address (For Business Entities Only):			
Address:	ress: Address:			
	<u> </u>			
City: State:	City:		State:	
Zip:	Zip:			
Certification: Under Penalties of perjury, I certify that:				
 The number shown on this form is my correct taxpayer identification num am exempt form backup withholding, or (b) I have not been notified by the interest or dividends, or (c) the IRS has notified me that I am no long subj The FATCA code(s) entered on this form (if any) indicating that I am exem 	ne Internal Revenue Service (IRS) ect to backup withholding, and I an) that I am subject to back m a US citizen or other US	up withholding as a resu	t of a failure to report all
Certification Instructions: You must cross out item 2 above if you have been notified your tax return. For real estate transactions, item 2 does not apply.	ed by the IRS that you are currently	subject to backup withho	olding because you failed	to report all interest & dividends on
Direct Deposit Setup Information-Please fil	l out all fields to re	eceive direct	deposit. *A	l Fields must be completed
* Will these payments be forwarded to a financial institu	ution outside the U.S.?	Yes No	*Acct Type:	Checking Savings
			_	
Routing Number	Account Number			
Existing Account (Changes Only) If you have an existing ACH setup with	th the Texas A&M University Sys	tem Members & needin	g to change this sectio	n will need to be completed.
Routing Number	Account Number			
Email for ACH Notification:				
Pursuant to Section 403.016, Texas government Code, I authorize the Comptroller of Public Accoby the State of Texas and if necessary, reversal entries and adjustments for any amounts deposit that if I fail to provide complete & accurate information on this the processing authorization forn National Automated Clearing House Association Rules & Regulations & the Comptroller's rules al	ed electronically in error. The Comptrol n, of the form may be delayed or that m	ller shall deposit the payment y payments may be erroneous	s in the financial institution & sly transferred electronically.	account designated below. I recognize I consent to & agree to comply with the
Print Name:	Signature:			Date:



Instructions for Substitute W9 & Direct Deposit Form

Do not use this Substitute W9 form if you are a Foreign Individual or Entity.

Vendors that are a Foreign Alien or Entity will need to complete one of the W8's at the following web link Vendor Setup .

Instructions for completing this form

We are required by law to obtain this information from you when making a reportable to you, to you, and because the payment is reportable on an information return to the IRS. You are required by law to provide your correct Social Security Number or Employer Identification Number to us. If you do not provide us with this information, your payments may be subject to 28% federal income tax backup withholding. Also, if you do not provide us with this information, you may be subject to a \$50 penalty imposed by the Internal Revenue Service under section 6723.

Federal Law on backup withholding preempts any state or local law remedies, such as any right to a mechanic's lien. If you do not furnish a valid TIN, or if you are subject to backup withholding, the payer is required to withhold 28% of its payment to you. Backup withholding is not a failure to pay you. It is an advance tax payment. You should report all backup withholding as a credit for taxes paid on your federal income.

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

- 1. New or updating information for Texas A&M University
- 2. You are a U.S. entity (including a resident alien); AND
- 3. Required for a Speaker Fee, Individual Payment/Reimbursement, Sole Proprietor, Partnership, or Corporation AND
- 4. You will receive payment from Texas A&M University

Vendors must complete all sections of this form

- Select New Request or Update. If Update, please fill in Vendor ID Number if known.
- Enter your entity's Legal Name as found on your IRS documents and the corresponding Taxpayer ID Number.
- If operating as a DBA, enter the name in the DBA field, otherwise leave blank.
- Enter your entity's Contact Information.
- Select all that apply for the Vendor Type.
- Enter your entity's Remit to Address and Order Address.
- If the Remit to Address & the Order Address are the same just fill out the Remit to Address.
- 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 have provided.
- You must mark yes or no for the question "Will these payments be forwarded to a financial institution outside the United States." If left blank the ACH information will not be imputed.
- As of January 01, 2019 we will require all domestic vendors to be paid via direct deposit.
 - Please be sure to have the vendors sign up for direct deposit using the <u>Substitute W9 & Direct Deposit</u> form available in the section below under **For Domestic Vendors (US).**
 - The domestic vendors who will not accept payment via direct deposit will need to request an exception via email at vendorhelp@tamu.edu & provide a reason in the request for the exception.
 - If a vendor setup request is sent in after January 1, 2019 with no direct deposit information provided it will be returned to have the vendor provide one.
- The form must be signed or it will be considered invalid.

Privacy Notice: You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); You are entitled to receive and review that information; & you are entitled to have the information corrected at no charge to you.