Procedure for Completing W9 Form

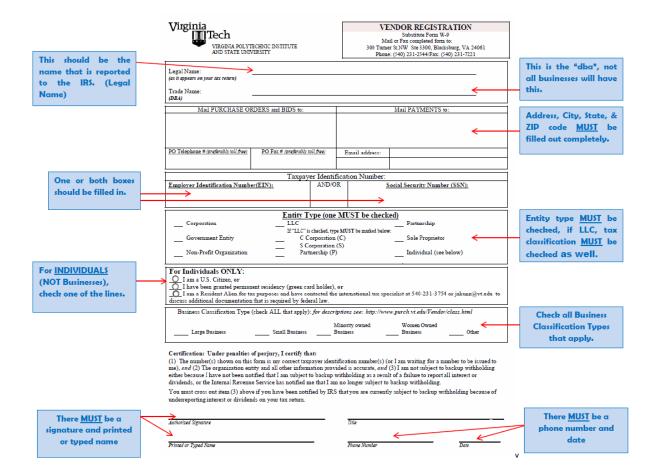
In order to provide prompt payments to individuals, it is important that the Controller's Office has properly completed W9 or substitute W9 forms (**preferred form**) prior to processing payments to individuals. Department responsibility for these payments/forms includes the following:

- Obtain a W9 or substitute W9 form whenever a "new supplier" PR is processed for an individual in HokieMart
- Always use black or blue ink so that these documents will scan properly
- Fill out the form accurately and completely
- Fax the form to 540-231-7221

The Controller's Office will return improperly completed forms to the originating department. W9 forms are located on the Controller's Office website and are shown below.

An electronic W9 form, which has been formatted for completion, can be found on the web http://www.irs.gov/pub/irs-pdf/fw9.pdf

An electronic Substitute W9 form can be found on the Controller's website as well under https://controller.vt.edu/content/dam/controller-vt-edu/Forms/AccountsPayable/Updated substitute W-9 AP.pdf
Guidance for completion of the Substitute W9:



Guidance for completion of W9:

