

The W9 Process

In order to pay a vendor or individual (through a requisition, check request, or direct bill) they must have an A# in Banner. A W9, completely filled-out, is required to obtain an A#.

It is the responsibility of the end-user (department or individual making arrangements with the vendor) to obtain a W9 from the vendor or individual they would like to pay and then submit it to the Purchasing Office. A blank W9 is attached and can be found on the Purchasing webpage under “forms.” (If extra assistance is needed when obtaining a W9 from the vendor, please contact Purchasing.)

It is very important that the vendor/individual supply the following information listed below on the W-9 form:

- Vendor Name
- DBA (Doing Business As) Name, if applicable
- Taxpayer Identification Number (TIN)
- Vendor Address (Order from & Remit to Address, if different)
- Telephone Number
- Fax Number
- Email Address

When processing purchase orders, the fax number is extremely important because the majority of the time purchase orders are distributed via the fax number listed on the W9. The lack of a fax number extends the time it takes for your order to be placed.

Before forwarding the W9's to the Purchasing Office, be sure that the W9 is legible. If you can't read it then neither can the Accounts Payable Shared Service staff!

Once the W9 is turned into the Purchasing Office, they will send it to Shared Services for processing. An A# should be created within two working days from submission. You will be notified as soon as the A# is available.

There is an option at the bottom of the W9 for payment to be made to the vendor or individual through Direct Deposit. If this option is not filled-out, a paper check will be issued. Please mention this to the vendor/individual.