

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: W-9 Forms

NUMBER: Policy V-B-3 (Formerly Policy V-B-07)

POLICY

A W-9 form must be completed by any non-employee or company being paid for services or merchandise.

PROCEDURE

The W-9 form is used to obtain information required by the IRS when reporting on form 1099-Misc for Other Compensation paid and for vendor information on the university accounting system.

The completion of this form is the responsibility of the party initiating payment. Payment will be delayed if the W-9 form is not on file by the payment due date. W-9 forms can be obtained from Business Services and must be returned before payment will be processed.

To find out if there is a W-9 already on file, or for additional information concerning who needs to fill out a W-9 form, contact the Business Services Office

SOURCE: Purchasing February 2014;

BOR Reference: Policy 5:1