Instructions:
Obtain the companies W9 or have them complete the Sub W9
If they want Direct Deposit and are using their W9, have them complete the ACH Form
Return completed form(s), and all receipts, using the File Locker link sent with these forms
If any additional information is required, someone will be in contract
### Substitute W-9

#### Taxpayer Information

<table>
<thead>
<tr>
<th>Name (Must match IRS records &amp; the Taxpayer Identification Number below)</th>
<th>Area code and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name (If different from above or Doing Business As (DBA))</td>
<td></td>
</tr>
<tr>
<td>Address (Number, street, and apt or suite number)</td>
<td>Fax Number</td>
</tr>
<tr>
<td>City, State, and Zip Code</td>
<td>Email Address (required for ACH notifications)</td>
</tr>
</tbody>
</table>

#### Taxpayer Identification Number (TIN)

For individuals, this is your Social Security number (SSN). Resident Aliens: See page 2 of the IRS Form W-9. Other Entities: Enter your Employer Identification Number (EIN) if you do not have a number, see "How to get a TIN" on Pg. 2 of the IRS Form W-9.

Enter your US TIN (if available) in the box

#### Business Type (Check One)

- Individual / Sole Proprietor or single-member LLC
- Partnership
- Limited Liability Company (LLC)
- S Corporation
- C Corporation
- Other

If LLC, Enter Tax Classification: (C = C Corp, S = S Corp, P = Partnership)

Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box above for the tax classification of the single-member owner.

#### Exemptions (apply only to certain entities, not individuals):

- Exempt payee code (if any)
- Exemption from FACTA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

#### Citizenship (check one box)

- US Citizen
- Permanent Resident
- Non-Resident Alien or Foreign Entity

If yes, enter Visa Type: Must complete and attach Glacier file (www.online-tax.net)

#### Purdue University-related Disclosures

- Are you a student? Yes No If yes, enter institution
- Are you a current or former employee of Purdue? Yes No If yes, enter dates:
- Do you have immediate relatives who are employed at Purdue? Yes No If yes, list name(s) and department(s):

#### Payment Method

- Direct Deposit for U.S. bank accounts ONLY
- I request a paper check
- Bank Name Checking Savings
- Routing # Account #
- Previous Bank Information Required for Bank Changes
- Prior Bank Name
- Prior Account #

#### Payment Method and W-9 Information Certification

I certify that the information provided is correct and that I am an authorized signer on designate of the account provided for direct deposit transactions, and am entitled to provide this authorization. I hereby authorize Purdue University to initiate credit entries, and debit entries in the event of overpayment, to the account and financial institution listed above. This authorization will remain in effect until revoked by the vendor in writing to the Purdue University Vendor Data Team. You must notify us immediately if you have instructed your bank to transfer Purdue’s electronic payments to an account outside the United States. We will then need to collect additional information from you so that our bank can satisfy its regulatory obligations. Purdue cannot be responsible for any resulting delays.

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and (2) 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 (3) I am a U.S. citizen, other U.S. person or international person as I have declared in Citizenship above in this form; and (4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above 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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature: Date: 

Printed Name:
Electronic Funds Transfer Authorization Agreement

Section 1

Vendor Name ___________________________________________ Phone ____________________________

Address ____________________________________________ City ____________________________________

State ___________ Zip ___________

Contact Information (Name and email)

Federal Tax ID # or SSN

______________________________
(Please attach W-9)

Section 2

Financial Institution ___________________________ Phone ____________________________

Bank ABA/Routing Number ___________________________ Checking ____ Savings ____

Account Number ____________________________________________

I certify that the information provided is correct and that I am an authorized signer on designate of the account provided for direct deposit transactions, and am entitled to provide this authorization. I hereby authorize Purdue University to initiate credit entries, and debit entries in the event of overpayment, to the account and financial institution listed above. This authorization will remain in effect until revoked by the vendor in writing to the Purdue University Master Data Team.

You must notify us immediately if you have instructed your bank to transfer Purdue’s electronic payments to an account outside the United States. We will then need to collect additional information from you so that our bank can satisfy its regulatory obligations. Purdue cannot be responsible for any resulting delays.

Signature ___________________________________________ Title ____________________________

Name (Typed) ___________________________ Date ____________________________

For Purdue University Use

Date Received ______ Date Entered ______ Initials _______