



### Substitute W-9 Cover Sheet

We are requesting initial or updated information from you. New federal regulation reporting requirements Foreign Account Tax Compliance Act "FATCA" has created the need to collect additional information from vendors or payees who the University of Oregon (UO) may need to pay or reimburse. The 2014 UO Substitute W-9 Form is used to obtain your information as well as any minority-owned, women-owned, and small emerging business (MWESB) statuses. Information on state certified MWESB statuses is available at the state website <http://www.oregon4biz.com/Grow-Your-Business/Business-services/Minority-Owned-Business-Certification> or contact them at (503)986-0075.

Although the information on this form may be similar to what is typically provided on an IRS W-9 Form, UO is required by the state of Oregon to collect additional vendor information from our vendors. An **IRS W-9 Form cannot be accepted** in lieu of this UO Substitute W-9 Form.

Please be sure to complete all areas on the form (the form is a fillable pdf). An incomplete UO Substitute W-9 form may delay payment. Please note that if you are a Limited Liability Company (LLC), you must indicate which type of LLC your business is. An LLC business can elect to file as a sole proprietorship, a partnership, or a corporation. A sole proprietorship LLC must provide the owners name.

UO is required to protect the privacy of all confidential information. Failure to provide your correct U.S. Tax Identification Number on the form may result in a \$100 penalty per incorrect document and may start backup withholding on any payments generated to you.

If you are not a U.S. person, this is the wrong form for you to fill out. Please refer to Business Affairs information regarding W-8 forms <http://ba.uoregon.edu/sites/ba/files/forms/w8form.pdf> .

### Please return the completed form to the department listed below:

Department Name \_\_\_\_\_

Name of Contact \_\_\_\_\_

Phone number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Delivery Address \_\_\_\_\_

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**We request that you return the UO Substitute W-9 Form as soon as possible so payment can be issued.** If you have any questions, please do not hesitate to contact me at the above phone number. Thank you!