



## W-8 Cover Sheet

Prior to the University of Oregon issuing a purchase order or payment to a foreign individual or foreign entity, the University of Oregon requires a completed, signed, original W-8 Form to be on file with the University of Oregon.

Please select the appropriate form W-8 from the attached list. Be sure to complete all areas on the form. An incomplete W-8 form may delay payment.

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> (Form W-8BEN) Note: Most individuals will fill out a W-8BEN

<http://www.irs.gov/pub/irs-pdf/iw8ben.pdf> (Instructions for W-8 BEN)

<http://www.irs.gov/pub/irs-pdf/fw8bene.pdf> (Form W-8BEN-E)

<http://www.irs.gov/pub/irs-pdf/iw8bene.pdf> (Instructions for Form W-8BEN-E)

<http://www.irs.gov/pub/irs-pdf/fw8eci.pdf> (Form W-8ECI)

<http://www.irs.gov/pub/irs-pdf/iw8eci.pdf> (Instructions for Form W-8ECI)

<http://www.irs.gov/pub/irs-pdf/fw8exp.pdf> (Form W-8EXP)

<http://www.irs.gov/pub/irs-pdf/iw8exp.pdf> (Instructions for Form W-8EXP)

<http://www.irs.gov/pub/irs-pdf/fw8imy.pdf> (Form W-8IMY)

<http://www.irs.gov/pub/irs-pdf/iw8imy.pdf> (Instructions for Form W-8IMY)

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

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

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

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

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

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**We request that you return the appropriate W-8 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!