UAHuntsville
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
ACCOUNTING & FINANCIAL REPORTING

Accounts Payable Department
301 Sparkman Drive
Huntsville, Alabama 35899

TEL: **256-824-2251**
FAX: **256-824-7364**
EMAIL: ewertp@uah.edu

Dear Vendor:

We are required by law to obtain a completed W-9 form when making a payment to you. Federal regulations require up to a 28% tax withholding on all reportable payments unless you provide this information.

Please complete this substitute W9 form and return via fax or mail to the above location in order to avoid delay in processing your payments.

Substitute **W-9**	**Request for Taxpayer Identification Number and Certification**	**Return this form to:** **The University of Alabama in Huntsville** **DO NOT SEND TO THE IRS**

Taxpayer's Name (As shown on your income tax return)

Business Name, if different from above.

Check the appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ___ ___ ___ ___ ___ ___ ___

Legal Address: number, street, and apt. or suite no.	**Remittance Address:** if different from legal address number, street, and apt. or suite no.
City, State and Zip Code	**City, State and Zip Code**

Phone # (   )   Fax # (   )

Part I	**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer Identification number (EIN).	**Social Security Number** ___ ___ ___ - ___ ___ - ___ ___ ___ ___ **OR** **Employer Identification Number** __ ___ - ___ ___ ___ ___ ___ ___ ___

Part 2	**Certification**

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 Services (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 an U.S. person (including an U.S. resident alien).

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 you tax return.

Sign Here	**Authorized Signature** ▸ **Date** ▸