



124 Raymond Ave., Box 12
Poughkeepsie, NY 12604

Substitute W-9/Payee
Information Form

Return completed form to Vassar College departmental contact. **Do not scan/email forms containing Social Security Numbers.**
Type or print clearly -illegible documents will not be accepted. This form is required to receive payment.

(1) General and Tax Information

Legal Name:	DBA:
Website:	<input type="checkbox"/> Exempt from backup withholding
Employer Identification Number (EIN): -	or Social Security Number (SSN) - -

(2) Entity Type (Select one of the following):

<input type="checkbox"/> Individual	<input type="checkbox"/> 'C' Corporation	<input type="checkbox"/> 'S' Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/Estate
<input type="checkbox"/> Government	<input type="checkbox"/> LLC -'C' Corporation	<input type="checkbox"/> LLC - 'S' Corporation	<input type="checkbox"/> LLC - Partnership	<input type="checkbox"/> Other _____

(3) Address Information	Payment Address	Purchase Order Address (If different than payment address)
Address Line 1		
Address Line 2		
City, State, Zip		
Contact Name		
Phone number		
Email Address		
Fax Number		

If applicable, a 1099 will be sent to your payment address. If it should be sent to a separate address, provide the address below:

(4) Business Purpose

<input type="checkbox"/> Services <input type="checkbox"/> Merchandise <input type="checkbox"/> Other	Briefly describe goods/services to be provided:
---	---

(5) General Terms for Doing Business with Vassar College

- All credit purchases originating from Vassar College must either be accompanied by a purchase order or paid with a valid Vassar College procurement card (VISA card). Any purchase made without the issuance of an approved College purchase order or valid College procurement card shall be considered an unauthorized, non-binding purchase.
- Unless alternate arrangements are made, all Vassar purchase orders will be issued electronically (email or fax).
- Vassar purchase order number must be included on all invoices.
- Payment terms are considered to be Net 30 unless otherwise negotiated. Vendors are encouraged to provide cash discount terms on their invoices.
- Completing this form is not a guarantee of future business or solicitation.

(6) IRS Certification

Under penalties of perjury, I certify that (cross out any that do not apply):

- The number shown on this form is my correct taxpayer identification number.
- I am not subject to backup withholding.
- I am a U.S. person (including a U.S. resident alien)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Name: _____ Signature: _____
Title: _____ Date: _____

Vassar Departmental Information (to be completed by department requesting this form)

Department Name:	Department Contact:
Phone Number:	Department Fax: