

**From:** UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Jennifer D Collins <jfinch@UGA.EDU>  
**Sent:** Tuesday, October 01, 2013 8:34 AM  
**To:** BUSINESS-SERV-L@LISTSERV.UGA.EDU  
**Subject:** Providing IRS Form W-9 to Requestors

Just as the University of Georgia requests information similar to an IRS form W-9, *Request for Taxpayer Identification Number and Certification*, on the vendor profile form prior to making payments, external parties may request an IRS form W-9 or similar information from the University when it is the provider. To maintain consistency with completion of the form and ensure that forms are completed accurately when the IRS makes changes to the W-9, the Accounts Payable department will serve as the official source for completing this document on behalf of the University.

A completed W-9 form is available online at the Accounts Payable website. University units can print or email the form for distribution as needed. You may access the form using the following direct link [http://www.busfin.uga.edu/accounts\\_payable/2013\\_W9\\_with\\_Exemption\\_Codes.pdf](http://www.busfin.uga.edu/accounts_payable/2013_W9_with_Exemption_Codes.pdf) or through the Accounts Payable website at [http://www.busfin.uga.edu/accounts\\_payable](http://www.busfin.uga.edu/accounts_payable) by selecting the UGA W9 link under the "General Section".

If you have questions about providing a W-9 form or similar information to an external party, please consult with Jennifer Collins in Accounts Payable, [jfinch@uga.edu](mailto:jfinch@uga.edu).