



# THE TEXAS A&M UNIVERSITY SYSTEM

## Substitute W9 & Vendor Direct Deposit Form

For TAMUS Member: \_\_\_\_\_ Aggie Buy: \_\_\_\_\_ Concur: \_\_\_\_\_

Payee Information Transaction type: \_\_\_\_\_

Individual/Company/Entity Legal Name: \_\_\_\_\_  
(Must match TIN below):

Taxpayer ID #: \_\_\_\_\_ or \_\_\_\_\_  
Federal Tax ID Number/Employer Identification Number SSN - Individual/Sole Proprietor

DBA Name (If Applicable): \_\_\_\_\_

### Vendor Type - Select that apply:

Individual/Sole Proprietorship  C - Corporation  S - Corporation  Partnership  Trust/Estate  Other  
 Limited Liability Company. Enter the tax classification (C = C corporation, S = S corporation, P = partnership) \_\_\_\_\_  
 Exempt payee code (if any)  Exemption from FATCA reporting code (if any) \_\_\_\_\_

### Vendor Contact Information:

Name: (Print Name) \_\_\_\_\_ Phone: \_\_\_\_\_

Please Provide an Email for Orders: \_\_\_\_\_

Vendor/Individual Remit To Address: \_\_\_\_\_ Order Address (For Business Entities Only): \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Zip: \_\_\_\_\_

### 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 Service (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 a US citizen or other US person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct

**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 failed to report all interest & dividends on your tax return. For real estate transactions, item 2 does not apply.

### Direct Deposit Setup Information-Please fill out all fields to receive direct deposit. \*All Fields must be completed

\* Will these payments be forwarded to a financial institution outside the U.S.?  Yes  No \*Acct Type:  Checking  Savings

New Setup Account Info: Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Existing Account (Changes Only) If you have an existing ACH setup with a Texas A&M University System Member & needing to change, the below section must be completed.

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Email for ACH Notification: \_\_\_\_\_

Pursuant to Section 403.016, Texas government Code, I authorize the Comptroller of Public Accounts and/or applicable financial institution as designated by a Texas A&M University System Member to deposit by electronic transfer payments owed to me by the State of Texas and if necessary, reversal entries and adjustments for any amounts deposited electronically in error. The Comptroller shall deposit the payments in the financial institution & account designated below. I recognize that if I fail to provide complete & accurate information on this the processing authorization form, of the form may be delayed or that my payments may be erroneously transferred electronically. I consent to & agree to comply with the National Automated Clearing House Association Rules & Regulations & the Comptroller's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or Fax to Texas A&M University, FMO-AP, TAMU MS 6000, College Station, TX 77843-6000; 979-458-4191 fax.

For questions email [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) (Rev 2022)



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## Instructions for Substitute W9 & Direct Deposit Form

**Do not use this Substitute W9 form if you are a Foreign Individual or Entity.**

- Vendors that are a Foreign Alien or Entity will need to complete one of the W8's at the following web link [Vendor Setup](#) .

### Instructions for completing this form

We are required by law to obtain this information from you when making a reportable to you, to you, and because the payment is reportable on an information return to the IRS. You are required by law to provide your correct Social Security Number or Employer Identification Number to us. If you do not provide us with this information, your payments may be subject to 28% federal income tax backup withholding. Also, if you do not provide us with this information, you may be subject to a \$50 penalty imposed by the Internal Revenue Service under section 6723.

Federal Law on backup withholding preempts any state or local law remedies, such as any right to a mechanic's lien. If you do not furnish a valid TIN, or if you are subject to backup withholding, the payer is required to withhold 28% of its payment to you. Backup withholding is not a failure to pay you. It is an advance tax payment. You should report all backup withholding as a credit for taxes paid on your federal income.

### Domestic Vendors that meet the following must complete this Substitute W-9 Form:

1. New or updating information for a Texas A&M University System Member
2. You are a U.S. entity (including a resident alien); **AND**
3. Required for a Speaker Fee, Individual Payment/Reimbursement, Sole Proprietor, Partnership, or Corporation **AND**
4. You will receive payment from a Texas A&M University System Member

### Vendors must complete all sections of this form

- Select *New Request* or *Update*. If *Update*, please fill in Vendor ID Number if known.
- Enter your entity's Legal Name as found on your IRS documents and the corresponding Taxpayer ID Number.
- If operating as a DBA, enter the name in the DBA field, otherwise leave blank.
- Enter your entity's *Contact Information*.
- Select all that apply for the *Vendor Type*.
- Enter your entity's *Remit to Address* and *Order Address*.
- If the *Remit to Address* & the *Order Address* are the same just fill out the *Remit to Address*.
- For *direct deposit* setup, enter your entity's information. Both saving and checking accounts are accepted; however, no foreign banks are allowed. Payment notifications will be sent to the e-mail you have provided.
- **You must mark yes or no for the question "Will these payments be forwarded to a financial institution outside the United States." If the yes or no box is not marked the ACH information will not be added.**
- **As of January 01, 2019, we will require all domestic vendors to be paid via direct deposit.**
  - Please be sure to have the vendors sign up for direct deposit using the [Substitute W9 & Direct Deposit](#) form available in the section below under **For Domestic Vendors (US)**.
  - The domestic vendors who will not accept payment via direct deposit will need to request an exception via email at [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) & provide a reason in the request for the exception.
  - If a vendor setup request is sent in after January 1, 2019, with no direct deposit information provided it will be returned to have the vendor provide one.
- The form must be signed or the form will be considered invalid.

**Privacy Notice:** You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); You are entitled to receive and review that information; you're also entitled to have the information corrected at no charge to you.

**Please mail or Fax to: Texas A&M University, FMO-AP, TAMU MS 6000, College Station, TX 77843-6000; 979-458-4191 fax;**  
**For questions email [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) (Rev 2022)**