

# W-9 Requirements

ALL VENDORS **MUST** HAVE THEIR W-9 SUBMITTED TO THE PURCHASING DEPARTMENT **BEFORE** THEY CAN BE ADDED TO THE BANNER SYSTEM.

## *Why?*

*Duplicates in our database are very difficult to resolve. Merging student or employee data when it exists on multiple IDs can be almost impossible and cause inconsistent reporting and in some cases dropped student schedules or vendors receiving checks at incorrect addresses.*

*Having the W-9 ahead of time will help ensure that the Vendor information is getting added to Banner correctly and give us a unique identifier. It will assure all Vendors who need to receive a 1099 at the end of the year will receive one and that names are properly spelled as they are legally registered.*

## **W-9's will not be required for: (non-taxable)**

Faculty, Staff, or Students (reimbursements)

- This information already exists in Banner

## **W-9's are required for:**

**Non-EMU Person Refund: (non-taxable)**

*Refund: a fee paid by a person who did not receive the goods, service, camp or CE class - EMU needs to return their money.*

- Needs to have a signed W-9 with ONLY the last 4 digits of Social Security Number

**Non-EMU Person Reimbursements: (non-taxable)**

*Reimbursement: travel for grant related or employee candidate reimbursements.*

- Needs to have a signed W-9 with ONLY the last 4 digits of Social Security Number

**Reimbursement: payment for goods, services or travel that is an expense to the University**

- Needs to have a signed W-9 with the whole Social Security Number

**Any Company, Organization, Foundation, and etc: (Type of service will determine taxability)**

- Needs to have a signed W-9 with their Employer Identification Number, and/or Social Security Number.

To assure the University compliance with IRS 1099 requirements, and avoid creating duplicates in the Banner system, we cannot create a vendor into the system unless we have a W-9 first.