

Tips for filling out UVM New Supplier Form


Be sure to read through and complete each section.

Forms can be returned by USPS mail, direct email, or emailed through UVM's secure file sharing service (see page 3 for instructions).

W-9

1. Use the name you want the checks made out to. If business, enter only business name and EIN. If individual, enter only individual name and social security number. Do not enter both business and individual information.
2. Be sure to complete your federal tax classification. If you are an individual check off Individual. If you are filing as a business be sure to identify the type of business.
3. Enter any exemptions codes that you are aware of. If you don't know about this, you don't have any to enter and you can leave this section blank.
4. Complete all contact information.
5. For credit card payment, you can check off yes or no, but UVM will general pay by check or ACH (direct deposit).
6. If you are filing as a business you must complete the business classification.
7. Don't forget to sign and date the form! Written signature is required. UVM will not accept electronic signatures, but will accept scanned forms with written signatures.

Northeast SARE
University of Vermont
140 Kennedy Drive, Suite 201
South Burlington, VT 05403
northeastsare@uvm.edu
Secure email through: <https://filetransfer.uvm.edu/>



The University of Vermont

New Supplier W-9 Form

Federal law requires that we have on file a W-9 form with the Employer ID number or Social Security number and signature for each person to whom the University makes payment. Please return this form (two pages) to the address above or email to northeastsare@uvm.edu using UVM's secure file sharing service at <https://filetransfer.uvm.edu/>.

We require either the individual's name/Social Security number OR the company's name/Federal Employer ID number, as they appear on your income tax return.

PLEASE PRINT LEGIBLY. FORM MUST BE COMPLETE TO BE PROCESSED.

1.	Name (As shown on your income tax return)	
	Business Name (if different from above)	
	Federal EIN <u>OR</u> Social Security #	
2.	Check only ONE federal tax classification: <input type="checkbox"/> Individual, Sole Proprietor or Single-Member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Government Agency <input type="checkbox"/> Limited Liability Company* If you checked Limited Liability Company you MUST enter tax classification (C=C Corporation, S=S Corporation, P=Partnership) _____	
3.	EXEMPTIONS <small>Applies only to certain entities, not individuals FATCA applies to accounts maintained outside the US</small>	Exempt Payee Code (if any)
	Address to send PURCHASE ORDER:	Address to send INVOICE PAYMENTS:
	Street Address	
	PO Box	
4.	City	
	State, Zip	
	Contact Name	
	Website	
	Contact E-mail Address	
	Contact Phone Number ()	()
	Where will work be performed?	Supplier location _____ Vermont _____ Other _____
5.	Please check if your company supplies: _____ Medical/Health Services _____ Legal Services	
	Would you be willing to accept payment via credit card (VISA)? (Please circle) YES or NO	
6.	Business Classification: (Please circle) LARGE or SMALL or MINORITY	
	If Small Business, please circle if 51% or more of your company is owned by: WOMEN or VETERAN or DISADVANTAGED	
	University of Vermont's payment terms are Net 30	

Certification: Under penalties of perjury, I certify that: (1) The number shown above is my correct taxpayer identification number; (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 IRS that I am subject to backup withholding; (3) I am a U.S. person (including a U.S. resident alien); (4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.


7.	SIGNATURE	DATE
	Name	Title

FEDERAL LAW REQUIRES THAT YOU PROVIDE US WITH AN ACCURATE REPLY
The IRS may impose a penalty of up to \$500 for non-compliance or for supplying false information.

Updated 3/2019

ACH Payment

- 8. If you would like to receive payments via direct deposit, complete this entire section. If you do not want direct deposit you do not have to fill anything out on this page.
- 9. “At this time NO remittance will be received with ACH payments” means that no notification will be sent when the direct deposit is made. UVM does not email you to let you know it happened.
- 10. Be sure to sign and date in order to authorize the direct deposits. Written signature required. UVM will not accept electronic signatures, but will accept scanned forms with written signatures.
- 11. Do not check this box unless you are automatically moving the direct deposits to an off-shore account.
- 12. Do not sign here unless you answered “yes” to number 10. To authorize your direct deposit, you only need to sign in the middle of the page.



The University of Vermont

ACH SUPPLIER PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) supplier payments. Please provide us with the information below to accept the Automated Clearing House (ACH) electronic funds transfer. Send secure email through <https://filetransfer.uvm.edu/>

NAME, as shown on W9			
Bank Name			
8.	Bank Address		
Routing Number (9 digits) _____			
Account Name			
Account Number			
Check One: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account <input type="checkbox"/>			
	NAME	PHONE NUMBER	E-mail address
Contact Person at the Bank			
Supplier Account Receivables		()	

I authorize the University of Vermont’s Disbursement Center to electronically transfer my supplier payment via ACH to the financial institution designated above. I certify that the ACH payment is being made to a domestic financial institution and will **not** be transferred in its entirety to a foreign institution as part of a back-to-back transaction.

9. **At this time NO remittance will be received with ACH Payments.**

10.	SIGNATURE	DATE
	Name	Title

Fill out below only if electronic funds received are transferred out of the U.S.
OFAC Compliance Form for Supplier Payments

As a US entity, the University of Vermont is obligated to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC), which oversees payments sent outside the territorial jurisdiction of the United States. This includes automated clearing house (ACH) payments, such as electronic supplier payments.

Effective with NACHA rules that were implemented September 18, 2009, the University is obligated to identify as an “International ACH Transaction” (IAT) any electronic supplier payment that is (1) made by the University to a financial institution located outside the U.S., or (2) made by the University to a domestic financial institution if that financial institution immediately transfers the full electronic payment amount to a financial institution outside of the U.S. in a “back-to-back” transaction.

If you elect to receive your payment from the University via an ACH transaction and think you are affected by these IAT requirements, please fill out the information requested below. You will be contacted regarding an alternative method of payment.

11. Yes, I do electronically transfer all of the funds received via electronic payment to another financial institution outside the U.S. in a “back-to-back” transaction.

12.	SIGNATURE	DATE
	Name	Title

Updated 10/2018

Written signatures are required.

Mail hard copy to: Northeast SARE
University of Vermont
140 Kennedy Drive, Suite 201
South Burlington, VT 05403

Or scan completed and signed pages, and email them to northeastsare@UVM.edu using UVM's secure file transfer service:

1. Go to <https://filetransfer.uvm.edu/>
2. Select "no" for not a UVM affiliate
3. Enter your email address as "Non-UVM email address"
4. Enter northeastsare@uvm.edu as "UVM email address"
5. Upload documents by dragging file into grey box or by selecting "add file"
6. Select "Share Files"

The screenshot shows the 'File Transfer Service' web interface. On the left is a navigation menu with 'Enterprise Technology Services' and 'File Transfer Service'. The main content area is titled 'Send a File' and includes a description: 'This service allows you to share files that cannot be easily sent via email. Shared files will be available for three weeks.' Below this is a question: 'Are you a UVM affiliate?' with radio buttons for 'Yes' and 'No'. The 'No' button is circled with a yellow '2'. Below the question are three input fields: 'From:' (with a placeholder 'Non-UVM email address' circled with a yellow '3'), 'To:' (with a placeholder 'UVM email addresses' circled with a yellow '4'), and 'Subject:'. Below these is an 'Attachments:' section with a header 'Select files to be shared' and a table with columns 'Filename', 'Size', and 'Status'. The table area is a grey box with the text 'Drag files here or click [Add File], below.' circled with a yellow '5'. Below the table is an '+ Add File' button. At the bottom of the page is a 'Share Files' button circled with a yellow '6'. A note at the bottom states 'Files can be up to 200GB in size.'