

## NBRC at ISU: W9 and ACH forms FAQs:

NOTE: We cannot tell you exactly what to put in but we can guide you how to fill out the forms

1. SSN, TIN, or EIN what numbers to put?  
If you **OWN** a company and want to report the income under that company, please enter your FEIN. If you **do not** have your own company or if you want to report the income under you, please enter **ONLY** your SSN.
2. Confirm Documents are correct?:  
For security purposes, our office does not have direct access to the W9 and ACH forms. If there are any errors in the form, someone from the comptroller's office will reach out on how to correct it.
3. Receipt of Documents submitted:  
After submission, you will get a notification that the documents were submitted. In addition, you will also get a **download email notification** when someone from the comptroller's office downloads your form for processing.  
**Due to the large capacity of submissions, your confirmation download receipt may be delayed.**
4. Previous W-9/ACH on file, confirmation, need to resubmit?  
If you believe that you have a W9 or ACH form on file and are not 100% sure, please resend those forms. Your profile will be placed on inactive status after a certain time of inactivity. Your profile can only be reactivated if you submit your forms. If any of your information has changed since you submitted your initial form, please resubmit.
5. Prime Vendor for 1099 Misc Box:  
This would be **YOUR** information. The University labels people that they pay that are not employee vendors.
6. Whiteout the US citizen box?  
To change the answer digitally, you can just click the other box. *If you have already printed it out, you can just whiteout the wrong answer and fill in the correct one.*
7. Address not matching on voided check and paperwork, recent move:  
The comptroller's office will build your profile based on what you enter in the W9 section. In the event that your voided check has a different address, please make a note on the side that you recently moved on the ACH form.

8. On Substitute W 9, who is alt contact:

The alt or alternative contact portion is optional and can be whoever you put as an alternative contact person

9. Legal status, Individual or LLC:

If you entered your SSN, you are an **individual**. If you are reporting it under your company's FEIN, please check whichever box applies to your company.

10. ACH: mark ISU Dept Affiliation if taking classes?

This would only apply if you **work** for Illinois State University

11. ETA on mailed checks?

**Direct deposit** typically takes a few days after payment has been issued. There are some instances where it might take longer than usual depending on your bank. **Physical checks** are typically mailed via USPS first-class mail and usually take 3-5 days after it has been mailed out. Depending on your location there is a chance that it might take longer than the given timeframe. ***Please keep in mind that the checks do not instantly go to the mail after it has been printed.***

12. Attestation Form required? District Admin to fill out?

Yes, an attestation form is required and can be submitted [here](#). Please fill out the proper fields with your information. Only **you** can fill out and submit **your** attestation form.

13. Asks for Middle name, application does not have:

If you do not have a middle name, please enter "**NA**" for **not applicable**.

14. Alt documentation for voided check:

If you do not have a voided check from a checking account, the **ONLY** supported alternate documentation is a **deposit slip for a savings account**.

15. W-9 Signature, how am I supposed to sign it?

You will need to download the document, print it, and sign it with a **BLUE or BLACK ink pen**. You will then need to take a photo of the document, and upload it to the link. **Electronic signatures are not legally valid for the W-9.**

**If you are a U.S. Citizen, click the box next to YES to check it.**

**Substitute W-9/Illinois State University Vendor Registration Form  
New Vendor Information / Vendor Information Updates**

1. **New Vendors:** Please see the next section to determine which form to complete.  
2. **Current Vendors:** Has any information listed in the Vendor Information section (name, address, SS#, legal status, immigration/visa status) changed since you received your last University vendor payment?  
If Yes, please complete the Vendor Information section below. Foreign Vendors should complete the appropriate foreign vendor form, see additional information below.  
If No, no further action is required at this time.

**Are you a U.S. citizen, permanent resident or resident for tax purposes?**  Yes  No

If Yes, please complete this form and return to the Comptroller's Business Office via the [secure dropbox](#).

If No, please complete the foreign vendor forms available at the Comptroller's Office website. Individuals will complete the form W-8BEN and entities will complete the form W-8BEN-E. Individuals should complete the Statement for Services Performed Outside the U.S. if staying abroad. Please contact TaxOffice@ilstu.edu with questions.

**You will enter your SSN UNLESS you have a company you SIGNED your contract under and you are claiming the income under that company, then you will use your FEIN. If you DO NOT have a company, FEIN does NOT apply to you and enter NOTHING.**

IRS Tax Information: Enter your Taxpayer Identification Number (TIN) in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for other entities, it is your employer identification number (EIN). **Note: See the W-9 instructions at [www.irs.gov](http://www.irs.gov) if you are not certain what name to use.**

**Social Security Number (SSN)** \_\_\_\_\_

**Federal Employment Identification Number** \_\_\_\_\_

[The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require ISU to withhold backup withholding tax.]

**You are NOT an employee of ISU, therefore, you are known as a VENDOR. A vendor is an independent contractor, therefore you are not an employee of the NBRC or ISU. This is YOUR contact information.**

**IF YOU SIGNED YOUR CONTRACT WITH A COMPANY THEN THIS IS YOUR COMPANY CONTACT INFORMATION NOT PERSONAL.**

**Prime Vendor Contact Information for 1099 MISC form:**

Name: \_\_\_\_\_  
Other Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**SKIP THIS BOX UNLESS YOU SIGNED YOUR CONTRACT WITH A COMPANY, THEN THIS IS YOUR PERSONAL INFORMATION.**

**Alternate Contact Information for sending 1099 MISC form:**

Please check if applicable.  
 Other Address – list type \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**Every contract signed through our office will be an individual, regardless if you are under a company or not.**

Legal Status:

Individual/Sole Proprietor or Single-member LLC  Corporation  S Corporation  Partnership  Trust/Estate

Limited Liability Company -- Enter the LLC tax classification C=Corporation S=S Corporation P=Partnership \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other \_\_\_\_\_ (see IRS W-9 instructions for details)

Exempt payee code (if any) \_\_\_\_\_ Exemption for FATCA reporting code (if any) \_\_\_\_\_ See IRS W-9 instructions for details.

**For your signature, this needs to be a WET signature. DO NOT electronically sign. Wet means you print this form out, sign this form with a PEN in blue or black ink and then scan this document and submit it. Again, DO NOT electronically sign this form, it will NOT be accepted if it is.**

**Under penalties of perjury I certify that:**

1. The number shown on this form is my correct taxpayer identification number, 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 U.S. citizen or other U.S. person.
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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 have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of a second property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN.