

**Instructions for Monmouth University's Substitute W-9 Form**

We may be required to file an information return (1099) with the Internal Revenue Service relating to any payment(s) made through our Accounts Payable department. In order to comply with IRS regulations, we are required to have on file correct taxpayer identification numbers (TINs) for all vendors. This Substitute W-9 should be completed to furnish us your TIN and to certify that it is correct and that you are not subject to backup withholding. Furnishing your correct TIN and making the appropriate certifications on this form will prevent your payment(s) from being delayed or subject to backup withholding and a possible \$50.00 penalty imposed by the IRS under Section 6723.

**Individuals/Sole Proprietor:**

Individuals must provide their Social Security Number as their TIN. Individuals must provide the name shown on their social security card. If you have changed your last name due to marriage, please show your maiden name, followed by your married name. You may enter your business, trade, or "doing business as" name on the business name line.

**Other entities:**

All partnerships, joint ventures, trusts and other entities that complete a Substitute Form W-9 must use their Federal Employer identification Number (EIN) for reporting purposes.

**Corporations:**

Corporations, tax exempt organizations, and governmental bodies are all exempt from 1099 reporting and backup withholding with the exception of Law Firms and Attorneys. However, we must have a Substitute Form W-9 on file to avoid erroneous backup withholding.

If Monmouth University does not currently have your TIN on file, you should complete this form and submit it to us in the following manner:

- By fax to (732) 923-4789
- By mail to: Monmouth University  
Accounts Payable Department  
400 Cedar Avenue  
West Long Branch, NJ 07764

Any questions, please call the Accounts Payable Department at (732) 571-3572.