

Students, Staff, Volunteers, Candidates, Participants and Other persons that require vendor setup to receive a payment must have the requesting department complete this form. This form is not to be used for any Commercial, Foreign, or Non-Resident Alien entities.

Vendors that meet the following must complete the Substitute W-9 if:

- 1. You are a U.S. entity (including a resident alien); **AND**
- 2. You are a vendor that provides goods or services to Oregon State University.

The Substitute W-9 form can be found at: <http://oregonstate.edu/fa/businessaffairs/sites/default/files/faa/SubW9.pdf>

Vendors that are a Foreign Alien or Entity may need to complete a W-8 Form. Instructions and forms may be found at www.oregonstate.edu/fa/businessaffairs/sites/default/files/faa/W8.pdf.

Payment For: Employee / Student Volunteer, Candidate, Participant Other: _____

EMPLOYEES AND STUDENTS

Name: _____ OSU ID # _____

Current Payroll direct deposit information will be used to issue a payment to staff and students. If the individual is not enrolled in direct deposit, the payment will be mailed to their **current mailing** address. Please ensure that the individual has an updated address. The address may be updated at: <http://infosu.oregonstate.edu/>

VOLUNTEERS, CANDIDATES, PARTICIPANTS (See FIS 403-32), AND OTHER PERSONS

Name: _____ Phone: _____ TIN: _____

Payment to be sent to:

Address: _____

City: _____ State: _____ Zip: _____

REQUESTING DEPARTMENT

Name: _____ Department: _____

E-Mail: _____ Phone: _____

Questions? Call 541-737-0623

Please fax form to 541-737-2069 or mail to: OSU Business Affairs, Vendor Maintenance
B306 Kerr Administration Building
Corvallis, OR 97331