

W-9 Guideline and Form

Important Information for W-9 Forms, Request for Taxpayer Identification Number and Certification

The IRS defines a W-9 form as a form used by a company, consultant or contractor to request a copy of your social security or taxpayer ID for tax reporting purposes.

W-9 Requests

The W-9 form attached may be provided to vendors requesting the Universities Tax Identification number.

The University name and address must remain as shown on the form. However, under Business name you may indicate your specific department information.

Requestors Name: This is an optional field. Departments are encouraged enter the requesting company's information for tracking purposes.

Substitute W-9 Requests

Substitute W-9 forms must be completed with the following information:

Name - "The University of Texas Southwestern Medical Center"
Business Name – your department name may be used
Address – 5323 Harry Hines Blvd. MC 9029
Tax ID # 75-6002868
Tax Status – Other – State or Governmental Agency

If you have further questions regarding information requested on the Substitute W-9 please send email and a copy of the form to <a href="https://doi.org/10.2508/ncbe/4.2508/n

Incoming W-9

The University must obtain completed W-9 forms from companies in order to establish them as vendors in our system and sent payment. If you receive a completed W-9 from a company these forms must be forwarded to Accounting via <a href="https://www.ursen.com/ursen/u

Incoming 1099-MISC

During tax season, the University receives 1099-MISC tax forms from companies that we have done business with. These forms are already completed and signed by the company that issued them. These must be forwarded to Accounting, mail code 9029.

Form W-9

(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

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eneral Instructions ction references are to the Internal Revenue Code unless otherwise ated to Form W-9 and its instructions, such as legislation enacted are they were published, go to www.irs.gov/FormW9. Irpose of Form individual or entity (Form W-9 requester) who is required to file an ormation return with the IRS must obtain your correct taxpayer intification number (TIN) which may be your social security number. (N), individual taxpayer identification number (TIN), adoption payer identification number (ATIN), or employer identification number on an information return the amount paid to you, or other ount reportable on an information return. Examples of information urns include, but are not limited to, the following. • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-B (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. • Form W-9 to the requester with a TIN, you might	I have failed to report all interest and dividends on your tax return. For real e	estate transactions, item 2 itions to an individual retir	does not apply. For ement arrangement	mortgage interest paid, (IRA), and generally, payments	
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