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W-9 Substitute (Signed by CU) [1]

Refer to these instructions if an external entity wants to purchase goods or services from CU and asks your organizational unit to fill out a specialized W-9 form for CU.

Your org unit should begin by providing the <u>standard W-9 (Signed by CU</u> [2]). If the entity purchasing goods or services from your org unit states that they require a specialized W-9 form to be completed by CU:

- You can fill out the substitute W-9 form. You must enter certain key pieces of information as described below.
- Your campus controller's office can sign the substitute W-9 form.

Key Information on a Substitute W-9 Form:

- For Vendor Name Provide the legal name of the University: "The Regents of the University of Colorado."
- For Federal Tax Classification Check 'Other' and indicate "State Institution of Higher Learning."
- For Exemptions information Identify Exempt Payee Code of "3" and FATCA Reporting Code of "C."
- For Address You can include your org unit's name, along with address.
- For Tax ID Number (also referred to as Federal Employer Identification Number or FEIN) Provide the University's FEIN: "84-6000555."
- For Payment Method (e.g., pay by check), Primary Contact Person, where to send payment, and other information requested Work with your campus controller's office to determine how to complete these fields, if present.

Campus Controller's Office Contacts:

- CU Boulder fiscalcompliance@colorado.edu [3]
- UCCS <u>acctfinc@uccs.edu</u> [4]
- CU Denver I Anschutz Medical Campus Finance. Accounting Help@ucdenver.edu [5]
- CU System Administration oucpba@cu.edu [6]

Have a question or feedback?

Questions & Feedback [7]

Feedback or Question *

Your Name

Your Email Address

- CAPTCHA -

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Source URL: https://www.cu.edu/controller/forms/w-9-substitute-signed-cu

Links

[1] https://www.cu.edu/controller/forms/w-9-substitute-signed-cu [2] https://www.cu.edu/controller/forms/w-

9-signed-cu [3] mailto:fiscalcompliance@colorado.edu [4] mailto:acctfinc@uccs.edu

[5] mailto:Finance.AccountingHelp@ucdenver.edu [6] mailto:oucpba@cu.edu

[7] https://www.cu.edu/controller/forms/questions-feedback-0