



Accounts Payable Department

169 Holland Street
Somerville, MA 02144
Phone (617) 627-5027
Fax (617) 627-2099

Vendor Number

For Accounts Payable Use Only

Tufts Requester	Phone
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We are required to annually report to the Internal Revenue Service all non-employee disbursements, and to withhold a portion of such disbursements, should we not have a correct Taxpayer Identification Number on file.

We therefore request that you complete the W-9 Form below and return it to us as soon as possible. This will ensure that our records will be updated for any future payments we may issue to you. Thank you.

This form should be used by individuals only for purposes of Stipends, Honorariums, Scholarships, Fellowships and Awards. If you are a corporation or independent contractor, please use the vendor certification form which can be found at: http://finance.tufts.edu/accpay/downloads/W9_Purch.pdf

TUFTS UNIVERSITY W-9 FORM

PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION

GENERAL INFORMATION

****Please Print****

First Name	Last Name	Phone Number
Address 1 (not PO Box)		
Address 2		
City	State	Zip Code
Tufts Student ID (if applicable)	E-mail Address	

TAXPAYER IDENTIFICATION NUMBER

Please enter your TIN in the appropriate box (For individuals, this is your social security number)

SOCIAL SECURITY NUMBER

example 000-00-0000

OR

FEDERAL TAX IDENTIFICATION NUMBER

example 00-0000000

CERTIFICATION INFORMATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), 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. person (including a U.S. resident alien).
4. In accordance with Executive Order 12549 (Debarment and Suspension), Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Signature of US Person

Date: