

FORM WILL NOT BE PROCESSED IF NOT SIGNED OR COMPLETED BY VENDOR. Georgia State University (GSU) is fulfilling a mandate associated with IRS.

RETURN TO GSU PURCHASING DEPT  
Fax: 404-413-3165  
P.O. Box 4016, Atlanta, GA 30302  
<https://sendafile.gsu.edu>

**GEORGIA STATE UNIVERSITY**  
SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM

**DO NOT SEND TO IRS**

Foreign persons who are non-residents for US Tax purposes do not complete the GSU Substitute W-9 form. Instead, complete IRS Form W-8 BEN available at <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Note: Use of Social Security Number rather than a EIN puts you at higher risk of identity theft. Please see link below for setting up an EIN: <https://sa.www4.irs.gov/modiein/individual/index.jsp>

▶ Taxpayer Identification Number (TIN)  Employer ID Number (EIN)  
 Social Security Number (SSN)

▶ LEGAL NAME: (must match TIN above)

**CONTACT INFORMATION BELOW - \*\* REQUIRED \*\***

▶ LEGAL MAILING ADDRESS: (Where tax information and general correspondence is to be sent)

DBA/Branch/Location:

ADDRESS:

ADDRESS LINE 2:

CITY: ST: ZIP:

TELEPHONE #: FAX #: E-MAIL ADDRESS:

**CONTACT INFORMATION ABOVE - \*\* REQUIRED \*\***

▶ REMIT TO ADDRESS:  Same as Legal Mailing Address

DBA/Branch/Location:

ADDRESS:

ADDRESS LINE 2:

CITY: ST: ZIP:

**ENTITY TYPE**

Individual (not a business)  Individual/Sole proprietor  Corporation  Partnership  LLC-Limited Liability Company

**SECTION 1 - FEDERAL INFORMATION - REQUIRED**

What is the Federal classification type of your business? - See definitions on link below. (State of Georgia Small Business definition) <https://www.sba.gov/category/navigation-structure/contracting/contracting-officials/small-business-size-standards>

OWNERSHIP AND/OR SBA CATEGORY-MUST SELECT AT LEAST ONE-FORM WILL NOT BE PROCESSED IF INCOMPLETE.

Please check all that apply to your business:

Large Business  Small Business  Minority Status  Individual/Guest/Visitor  
 Historically Black College  Women Owned  African American  Individual/Consultant/  
 Government/Non Profit  Small Business – SBA Certified  Asian American Service Provider  
 Minority Designated University  Disadvantaged – SBA Certified  Hispanic/Latino  Faculty/Student/Staff  
 Private University (Must complete minority status)  Native American candidate  
 Public University  Pacific Islander  Veteran – SBA Certified  
 Hub Zone – SBA Certified  Service Disabled Veteran – SBA Certified  Viet Nam Veteran – SBA Certified

**SECTION 3 - CONFLICT OF INTEREST - REQUIRED**

Are you or any Officer, Owner or Partner in this company an employee of Georgia State University?  Yes  No

Are any family members employees of GSU? (If yes, what is the person's name and what is your relationship to this person?)  Yes  No

**CERTIFICATION**

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),  
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 I am no longer subject to backup withholding,  
3. I am a U.S. person (including a resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding

Signature of U.S. Individual Date: