

University of Oklahoma Health Sciences Center

Department: _____

Address: _____

Phone: _____

Fax: _____

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
COMPANY:	DATE:
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE:	YOUR REFERENCE NUMBER:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

Our department would like to do business with your company. In order to do so, it is required that your company complete the attached W-9 substitute form. Since this form is an official substitute for IRS form W-9, it must be signed by a person who is authorized to sign W-9s for your company. We require a vendor form to ensure we receive complete and accurate information.

The following information must be provided before the form will be processed: Page 1: IRS/Doing Business As (DBA) name(s), 1099 address, Remittance address, Business Classification (if applicable), Merchant Category Code (MCC), and North American Industry Classification System (NAICS); Page 2: TIN, signature/date, printed name.

Your DBA name is the name made payable to on your invoices, and the IRS name is the name that is registered with your Tax Identification Number (TIN) at the IRS. Our Vendor Office verifies this information with the IRS prior to entering vendors for business. We use the information provided in the Business Classification section for reporting to sponsors and to ensure we are doing business with minority, as well as, majority businesses.

The MCC is used by our campus to assist in our 1099 filing. Each code is either reportable or non-reportable according to the IRS. We require an MCC even if you are not reportable. Our system only allows one MCC, so choose the code that best suits your company. The NAICS is used by the US Census Bureau to measure the US economy. The University uses the NAICS to assist departments and our Purchasing office in finding businesses that University currently does business with. The University uses only the six digit code, but can add all codes that apply to your business. Information on the MCC and NAICS codes can be found on our Vendor's Office web site: http://www.ouhsc.edu/financialservices/AP/AP_Vendor.asp.

A TIN is required for all domestic individuals and companies. The TIN can either be a Social Security Number (SSN) or an Employer Identification Number (EIN). Please provide the proper number next to the type of TIN. Again, the form must be signed by a person who has authorization to sign W-9s for your company.

Please complete the form in full and return it via fax at my attention to _____. I will then forward it to the OUHSC Vendor Office for processing. If you send it directly to the Vendor Office, it may not be processed in a timely manner.

Let me know if I you have any questions or if I can be of further assistance.