

Aggie Buy: \_\_\_ Yes \_\_\_ No  
Concur: \_\_\_ Yes \_\_\_ No

\_\_\_ CC01/26 \_\_\_ CC02 \_\_\_ CC10

## Texas A&M University @ College Station & Galveston Substitute Form W-9

### Part 1 - Tax Status (complete only one row of boxes)

#### Individuals:

(Fill out this row)

Individual Name: (First name, middle initial, last name) not owning a business

Social Security Number

*A sole proprietorship may have a "doing business as" trade name, but the legal name is the name of the business owner.*

#### Sole Proprietor

(single owner llc)

(Fill out this row)

Business Owner's Name: (REQUIRED)

Business Owner's Social Security Number

Business or Trade Name (OPTIONAL)

(First Name)

(Last Name)

or Employer ID Number

#### Partnership

(or an LLC with

multiple owners)

(Fill out this row)

Name of Partnership:

Partnership's Employer Identification Number

Partnership's Name on IRS records

(see IRS Mailing label)

#### Corp. or

Tax-Exempt

Entity: fill out this row

Name of Corporation or Entity:

Employer Identification Number

*A corporation may use an abbreviated name or its initials, but its legal name is the name on the articles of incorporation.*

### Part - 2 Exemption: If exempt from Form 1099 reporting, check your qualifying exemption reason below:

☐

Corporation

Note that there is no  
corporate exemption  
for medical & health care  
payments/or payments for legal  
services

☐

Tax Exempt Entity

under 501(a)(includes  
501 © (3), or IRA

☐

The United States

or any of its agencies  
or instrumentalities

☐

A state, the District of  
Columbia, a possession of the  
United States, or any of their  
political subdivisions or  
agencies

☐

A foreign government or any of its  
political subdivisions or an  
international organization in which  
the United States participates under  
a treaty or act of Congress

#### 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 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).

**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. For real estate transactions, item 2 does not apply.

### Part 3 - Certification All line items must be filled in before vendor setup is completed.

Name & Title

Signature:

Remit To Address

Preferred Method of Distribution for PO's

Fax

Mail

Email

E-Travel/Concur

Generic Email

Order Address:

City:

State:

Zip

Phone: ( )

City:

State:

Zip

Please mail to: Texas A&M University, Financial Management Services-Accounts Payable, Tamu Ms 6000, College Station, Texas 77843-6000 (979) 845-8286 fax (979) 458-4191