

**INSTRUCTIONS:**

In accordance with Internal Revenue Service and State of Ohio regulations, we are required to obtain the following information for all businesses and individuals to whom we make payments.

- Fill out all the information that applies to you/your business. (Individuals fill out page 1 and 3 for EFT/ACH deposit, not including businesses)
- See Instruction pages for full details.
- Submit these completed forms to your University or Medical Center contact.

**Supplier/Payee Setup Form**

**Page 1: IRS Substitute W9/Contact Information**

**General Information** Complete all fields as directed

OSU Employee	Yes	No	
Individual Name	First	Middle	Last
<b>OR</b> Legal Business Name	DBA Business Name or Disregarded Entity Name		
Permanent/Remit to Address Address Line 1			
Address Line 2			
City	State/ Province	County/ Region	Zipcode +4 /Postal Code
Phone	FAX	Remittance Email	
Mailing/Purchase Order Address (If different from above) Address Line 1			
Address Line 2			
City	State/ Province	County/ Region	Zipcode +4 /Postal Code
Purchase Order Email			

**Federal Tax Classification (Individuals and US Businesses only)**  
Select ONE Classification and provide all other applicable information.

Individual* *ONLY FILL OUT PAGE 1	→ Date of Birth (MM/DD/YYYY) Required by State Law
<b>Select type:</b>	US Citizen      Resident Alien      Non-resident Alien* - Country of Citizenship: *Additional documentation required. See instructions for details.
Sole Proprietor/Single Member LLC (Disregarded)	→ Date of Birth (MM/DD/YYYY) Required by State Law
C Corporation	S Corporation      Partnership      Trust/Estate
LLC= C Corporation	LLC= S Corporation      LLC= Partnership      Other
Government/Tax exempt agency	Foreign (W-8 form required)
Exemption from FATCA:	Reporting code (if any)      Exempt Payee Code (if any)

**Taxpayer Identification Number** Required for US Citizens, Resident Aliens, and US Businesses  
Select ONE and complete box below without dashes.

Federal Employer Identification Number (FEIN)	<input type="text"/>
<b>OR</b>	
US Social Security Number (SSN/ITIN)	<input type="text"/>

**Certification\*** - Under penalties of perjury, I certify that: I am exempt from backup withholding and/or FATCA reporting. I am a U.S. citizen or other US person as defined in IRS form W-9 Instructions. I certify that the information shown is correct to my knowledge.

I certify that I have read and understand The Ohio State University Wexner Medical Center's [Supplier/Payee Interaction Policy](#), and will abide by it.

Print Name	Date
Signature (Digital Accepted)	Title

\*If any certification does not apply, strike through the specific section before signing. Please provide an explanation of the change to the document.

**INSTRUCTIONS:**

The Ohio State University, Office of Sponsored Programs and The Ohio State University Wexner Medical Center require this page for all businesses (Individuals excluded)

- Fill out all the information that applies to your business.
- Submit these completed forms to your University or Medical Center contact.

**Supplier/Payee Setup Form**

**Page 2: Business Profile, Federal and State Certifications**

**Business Information**

Individual Name <b>First</b> <small>As shown on your federal income tax return</small>	<b>Middle</b>	<b>Last</b>
<b>OR</b> Legal Business Name <small>As shown on your federal income tax return</small>	DBA Business Name or Disregarded Entity Name	
Contact Person, Title	Website	
UEI Number	Standard F.O.B.	

Check all that apply:    Construction    Distributor (Whole Sale Trade)    Educational Institution    Government    Manufacturer    Non-Profit    Retailer

Other    Foreign (Foreign entities are required to provide an appropriate [W-8 form](#))    Place of performance:    United States    Other:

**Payment Information**

The preferred method of payment for The Ohio State University is EFT (Electronic Funds Transfer) via Automated Clearing House (ACH). The university has developed standard terms for supplier payments as detailed below. Please select one:

ACH Terms:    Net 60 Days    1%/45 Day/Net 60    2%/30 Day/Net 60    3%/15 Day/Net 60    Check Terms:    Net 90 if check

Default, if no discount

**Federal Supplier Certifications US-based Suppliers Only**

Complete the following section with classification status as defined in [Federal Acquisitions Regulations \(FAR\) 19.1](#). It is recommended that you register your company with the U.S. System for Award Management: <https://sam.gov/SAM/>

**Check all that apply:**    Small Business: Number of Employees    Large Business    Service-Disabled Veteran    Veteran-Owned Business

Woman-Owned Business    Located in Hub zone    Disadvantaged Business (Minority)    Minority-based Institutions (Historically Black Colleges & Universities)

**Ohio Supplier Certifications Ohio-based Suppliers Only**

Complete the following section for all applicable Ohio supplier certifications below; <https://ohio.gov/wps/portal/gov/site/government/topic-hubs/transparency/transparency>

Women Business Enterprise (WBE)    Veteran Business Enterprise (VBE)    Minority Business Enterprise (MBE)

All Business Enterprises: See <http://eodreporting.oit.ohio.gov/searchMBE.aspx> to verify status and attach your current certification letter.

Encouraging Diversity Growth & Equity (EDGE). See <http://eodreporting.oit.ohio.gov/searchEDGE.aspx> attach your current EDGE certification.

Ohio-Based Suppliers reference Buy Ohio ([Ohio Revised Code Sections 125.09 and 125.11](#)).

No Findings for Recovery: The Supplier warrants that it is    or is not    subject to any "unresolved" finding for recovery under [Ohio Revised Code Section 9.24](#)

Name of **County** where business is located:

**Certification**

Under penalties of perjury, I certify that the information shown on this form is accurate. I certify that the company's principals and/or directors are not public employees which include The Ohio State University. Section 2921.42 of the Ohio revised code prohibits public employees and their families from contracting with The Ohio State University in most instances. I also certify that the company is not debarred in accordance with Federal Acquisition Regulation (FAR) Section 9.4 from receiving federally funded procurements and I certify that the company has no "unresolved findings for recovery" under Ohio Revised Code Section 9.24.

By signing below, the company agrees with 1 or more of the following:

**The Ohio State University Office of Sponsored Programs' standard purchase order (PO) terms and conditions available [online](#)**  
**The Ohio State University Purchasing Department standard PO terms and conditions available [online](#)**  
**The Ohio State University Wexner Medical Center standard PO terms and conditions available [online](#)**

\*Important: If a potential for conflict of interest exists, or the company is prohibited to sign, or cannot agree to the certifications and all applicable PO terms and conditions; return completed form unsigned with an attached explanation.

Print Name	Title
Signature <small>(Digital Accepted)</small>	Date

The Ohio State University reserves the right to request information concerning, but not limited to: financial status of applicant, business references, names of principal shareholders of corporation, and equal employment opportunity compliance.  
 \*If you do not respond to inquiries for the above information, your name may be removed from our supplier database.



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS OF ELECTRONIC FUND TRANSFER (EFT) PAYMENTS

TYPE OF TRANSACTION: [ ] NEW EFT Sections 1, 2, 4 REQUIRED [ ] CHANGE TO EXISTING Sections 1, 2, 3, 4 REQUIRED [ ] CANCEL EFT Sections 1, 2, 4 REQUIRED

SECTION 1 - CONTACT INFORMATION

Form with fields: PAYEE NAME, ADDRESS, CITY, STATE, ZIP + 4, CONTACT PERSON, CONTACT PHONE, CONTACT EMAIL, PAYMENT REMITTANCE EMAIL, FEDERAL TAX ID or SSN

SECTION 2 - FINANCIAL INFORMATION (If changing, this is the information to which past OSU direct deposits have been sent)

Form with fields: FINANCIAL INSTITUTION NAME, PHONE, ACCOUNT NUMBER AT ABOVE INSTITUTION, TRANSIT ROUTING/ABA NUMBER, CONTACT PERSON, CONTACT PHONE

SECTION 3 - NEW FINANCIAL INFORMATION (Changes)

Form with fields: FINANCIAL INSTITUTION NAME, PHONE, ACCOUNT NUMBER AT ABOVE INSTITUTION, TRANSIT ROUTING/ABA NUMBER, CONTACT PERSON, CONTACT PHONE

SECTION 4 - AUTHORIZATION

This authorization agreement is effective as of the signature date and is to remain in full effect until revoked by the payee in writing, or terminated by The Ohio State University (the university). As a representative of the payee, you authorize the university to initiate credit entries to your account in the financial institution identified above and also debit entries, if necessary, for any credit entries that are determined to be in error. Once EFT has been set up, all payments will be made via EFT.
• It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information. Please report changes 30 days prior to change.
• If the account information changes, you are agreeing to submit an updated EFT Authorization Agreement, and voided check or bank letter
• EFT payments may take several days for processing through the banking system before they appear in your bank account.
• When an EFT payment is processed, a system generated remittance email is sent containing the payment information, and an Excel attachment.
• The system generated e-mails can go only to the address specified on the EFT form. Multiple emails cannot be sent.
• HTML format is required to read and open the system generated EFT remittance emails and attachments.
• It is the vendor's responsibility to "white list" APNotify@ctr.ohio-state.edu , OSURF\_Direct\_Deposit@rf.ohio-state.edu, to ensure e-mails are received properly.
• If the remittance e-mails are not being received, contact the university to see if the email was returned "undeliverable" at apcustomerservice@osu.edu; If the e-mails are not being returned to the university as "undeliverable" this indicates that they were successfully sent, and there is an issue on the receiving end. You will need to contact your IT department to resolve the issue. The university will not re-create remittance notifications due to your inability to properly receive or handle emails.
• Failure to properly handle EFT remittances and apply EFT payments may result in termination of payments via EFT.

You must submit a voided check; or a Bank Account Verification Letter with the following:

\*On Official Bank Letterhead; \*Dated (with a "current" date); \*Name(s) of Authorized Signers(s); \*Business Name / DBA that applies to this account
\*Routing # and Account # for ACH; \*A statement verifying the account is in "Good Standing" as of the date on the letter; \*Signed by a Branch Manager showing their legible, printed name and title;
\*An active phone # of the signing officer (hours to be reached); \*EIN or last 4 digits of SSN

Form with fields: NAME, TITLE, SIGNATURE, DATE

SECURELY SUBMIT THIS COMPLETED FORM WITH YOUR VOIDED CHECK OR BANK LETTER TO YOUR UNIVERSITY, MED CENTER, OR OFFICE OF SPONSORED PROJECTS CONTACT.

## Supplier/Payee Setup Form Instructions

Thank you for your interest in The Ohio State University. This form is used to add a new supplier/payee to the supplier/payee database, or to change information to an existing supplier/payee. Purchase orders and payments can only be issued for suppliers and payees that are in the database. We have provided this information to assist you in completing the required University form.

### Return the completed form to your University contact. (Pages 1-3 only)

All information on this form is required unless noted.

**Note:** If the tax classification of "Individual" is selected, complete only page 1. All others must complete both pages 1-2. If you prefer an EFT/ACH payment rather than a check, please also complete page 3 and provide the documentation listed below as required.

### Page1: IRS Substitute W-9

Page 1 of this form is a Substitute W-9. Per the IRS, "If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9." ([IRS website](#))

General Information	
<b>OSU Employee</b>	Check YES if you are currently an OSU employee. If you select yes, you will be contacted for further information.
<b>Individual or Legal Business Name</b>	Enter the complete Individual or Legal business name. This is the name used with the IRS.
<b>Business/ (DBA)</b>	Enter if applicable. (DBA= Doing Business As) certain vendors may use a business name that is different than the name they use with the IRS.
<b>Addresses</b>	Enter all applicable addresses: Address-Payee's residence or Order-to location. Remit To Address- Address where payment should be sent. US Addresses should contain ZIP Code +4 <a href="https://tools.usps.com/go/ZipLookupAction_input">https://tools.usps.com/go/ZipLookupAction_input</a> Foreign Address- Required for all Non-resident Aliens; must include US address if currently residing in the US.
<b>Phone/Fax/Email</b>	Enter contact information.
Federal Tax Classification	
<b>Tax Classification</b>	<p>Check the appropriate box (as defined by the IRS. Reference IRS form W-9 <a href="#">Specific instructions</a>)</p> <ul style="list-style-type: none"> <li>• Individual*: If you are an individual, also provide your date of birth *You only need to fill out page 1 of the form               <ul style="list-style-type: none"> <li>○ Check one of the following as it pertains to you:                   <ul style="list-style-type: none"> <li>▪ US Citizen</li> <li>▪ Resident Alien</li> <li>▪ Non-Resident Alien: provide your country of citizenship. If already in the US or coming to the US, provide copy of your passport and proof of visa type. You may be contacted for further information.</li> </ul> </li> </ul> </li> <li>• Sole Proprietor/ Single Member LLC (disregarded): provide your date of birth and number of employees</li> <li>• Foreign: If Foreign entity is selected, you must provide an appropriate W8 form (as required by the IRS)</li> <li>• Other: provide tax classification if not listed on form               <ul style="list-style-type: none"> <li>○ Enter your reporting and exempt payee code (if applicable)</li> </ul> </li> </ul> <p>FATCA: <a href="http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA">http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA</a></p>
Taxpayer Identification Number	
Enter the IRS issued Federal Employer Identification Number (FEIN) or a Taxpayer Identification Number (TIN). Individuals must list their Social Security Number (SSN). This will be a nine digit number.	
Certification	
<p>The Ohio State University Office of Sponsored Programs' standard purchase order (PO) terms and conditions available online at: <a href="https://go.osu.edu/ortermsandconditions">https://go.osu.edu/ortermsandconditions</a>            The Ohio State University Purchasing Department standard PO terms and conditions available online at: <a href="https://busfin.osu.edu/sites/default/files/osu_termsandconditions_0.pdf">https://busfin.osu.edu/sites/default/files/osu_termsandconditions_0.pdf</a>            The Ohio State University Wexner Medical Center standard PO terms and conditions available online at: <a href="http://www.go.osu.edu/POtermsandconditions">http://www.go.osu.edu/POtermsandconditions</a></p> <p>*Important: If a potential for conflict of interest exists, or the company is prohibited to sign, or cannot agree to the certifications and all applicable PO terms and conditions; return completed form unsigned with an attached explanation.</p> <p>Enter your name, date and title. Signature can be in ink or digital. *If any certification does not apply, strike through the specific section before signing. Please provide an explanation of the change to the document.</p>	

**Page2: Supplier/Payee Profile and Business Status Certification**

Business Information	
<b>Individual or Legal Business Name</b>	Enter the complete Individual or Legal business name. This is the name used with the IRS.
<b>Business/ Disregarded Entity name (DBA)</b>	<p>Enter if applicable. (DBA= Doing Business As) certain vendors may use a business name that is different than the name they use with the IRS.</p> <p>Enter all information as requested</p> <p>If Foreign entity is selected, you must provide an appropriate W8 form (as required by the IRS)</p> <p><a href="http://www.irs.gov/">http://www.irs.gov/</a> (search W8)</p>
Payment Information	
<p>The preferred method of payment for The Ohio State University is EFT (Electronic Funds Transfer) via Automated Clearing House (ACH). The university has developed standard terms for supplier payments as detailed on page 2. Please select one option.</p> <p><b>If the EFT Authorization form is not complete and does not have the required verification, then the default terms are Net 90 check.</b></p> <p><b>If the EFT Authorization form is complete with verification, then the default terms are Net 60 EFT/ACH</b></p>	
Federal Supplier Certifications US-based Suppliers Only	
<p>Complete this section with classification status as defined in <a href="#">Federal Acquisitions Regulations (FAR) 19.1</a>. It is recommended that you register your company with the U.S. System for Award Management: <a href="https://sam.gov/SAM/">https://sam.gov/SAM/</a> Select all that apply.</p>	
Ohio Supplier Certifications Ohio-based Suppliers Only	
<p>Complete this section for all applicable Ohio supplier certifications; see <a href="https://ohio.gov/wps/portal/gov/site/government/topic-hubs/transparency/transparency">https://ohio.gov/wps/portal/gov/site/government/topic-hubs/transparency/transparency</a>            Attach additional documents as necessary.            Verify No Findings for Recovery and select appropriate box.            Indicate the name of the <b>county</b> where the business is located in Ohio.</p>	
Certification	
<p>Read and understand the certifications.            Enter your name, date, and title. Signature can be in ink or digital</p>	