

Austin Peay State University  
Substitute W-9 Form

The following information is necessary for us to meet reporting requirements of Tennessee law. Contracts and vendor registrations are incomplete until the Contractor or Vendor has provided this information to the university in writing. Please return completed form to APSU Accounts Payable, PO Box 4635, Clarksville, TN 37044 or by fax to (931) 221-7666

Please call (931) 221-1037 or (931) 221-7694 if you have questions.

**Taxpayer Identification:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Last First MI

IRS recognized Business Name \_\_\_\_\_

d/b/a if different than legal business name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Account Type/IRS Reporting Classification**

- \_\_\_ 1. Individual, US taxpayer (personal income, not an actual business) Social Security Number
- \_\_\_ 2. Foreign Individual
- \_\_\_ 3. Joint Venture (provide applicable SS#/name) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_ 4. Sole Proprietor --(with no other employees, SS#)

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- \_\_\_ 5. Sole Proprietor--(with 1 or more employees, EIN#)
- \_\_\_ 6. Partnership
- \_\_\_ 7. Sub-chapter S
- \_\_\_ 8. Medical/Health Care Corporation
- \_\_\_ 9. Corporation

(LLC, choose correct filing status above).

**Employer Identification**

Number

- \_\_\_ 10. Association, club, religious, charitable, educational, or other tax exempt organization \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_ 11. Not-for-Profit Corporation
- \_\_\_ 12. Real Estate
- \_\_\_ 13. Broker or registered nominee (agent)

**Certification:**

Under penalties of perjury, I certify that the information which I have provided on this form is correct.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Please be aware that we must receive both the Substitute W-9 form AND the Minority/Ethnicity form to establish a vendor/contract record. Vendors slow or reluctant to complete APSU's Substitute W-9 form may submit the IRS Substitute W-9 form, but must still complete the Minority/Ethnicity form.

If none of the information requested on the Minority/Ethnicity form applies per the vendor or contractor, they must still complete the form. We ask that they simply indicate "N/A" or "Not Applicable."