

THE UNIVERSITY OF TEXAS AT AUSTIN
PAYEE INFORMATION FORM
(Substitute W-9)

Individuals complete Part I & IV, Partnerships complete Part II & IV, Corporations or other Entities complete Part III & IV

I. INDIVIDUAL OR SOLE PROPRIETOR

Name of Individual or Owner: _____

(Individuals/sole proprietors MUST provide a copy of social security card or photo id)

"Doing Business As" (DBA) Name may be provided in Section IV below

A. ☐ **I - Individual** (not owning a business)

*Social Security Number (SSN) _____

OR

☐ **S - Sole Proprietor of Business**

*Social Security Number (SSN) _____

(Sole Proprietors may also provide an EIN for tax reporting, if desired, see **Taxpayer Name and Number** on back)

Employer Identification Number (EIN) _____

B. **Citizenship Status:** I attest under penalties of perjury that I am (check one of the following):

1. ☐ A citizen or national of the United States
2. ☐ A Nonresident Alien (Complete C. below)
3. ☐ A Lawful Permanent Resident (Alien # _____)

C. **Nonresident Alien Information** - If you do not have an SSN, check here _____

Citizen of: _____ Number of Days in the U.S.A. this calendar year: _____
Permanent Resident of: _____ Number of Days in the U.S.A. in the past 12 months: _____

Payments to Nonresidents are generally subject to income tax withholding. Tax treaty exemptions may be available. A copy of this form, the INS Form I-94 and the IRS Form 8233 should be sent to the International Office if the payee wishes to claim a tax treaty exemption from withholding. See the Withholding section of Nonresident Alien Individual on back for more information.

II. PARTNERSHIP

Partnership's Employer Identification Number (EIN) _____

Enter two partner's names and Social Security Numbers (SSN). If either partner is a corporation, use the corporation's EIN.

Partner's Name _____ *SSN/EIN _____

Partner's Name _____ *SSN/EIN _____

III. CORPORATION OR OTHER ENTITY

Employer Identification Number (EIN) _____

☐ T - Texas Corporation ☐ A - Professional Association ☐ C - Professional Corporation

If T, A, or C is checked, enter Texas Charter Number _____

☐ O - Out of State Corporation ☐ G - Governmental entity ☐ U - State agency / University

☐ F - Financial Institution ☐ R - Foreign Business (outside the U. S. A.) ☐ N - Other _____

IV. CERTIFICATION

NAME (for individuals) or Business Name: _____

Address : _____ Phone: _____		For payees Exempt From Backup Withholding enter "Exempt" below. (See Claiming Exemption under Backup Withholding on back)
(Number or street)		
City: _____	State: _____ Zip: _____	

Foreign Address: _____

(Enter city, province or state, postal code, and country)

University of Texas Dept. Contact/Phone: _____

Under penalties of perjury, I certify that the information provided on this form is, to the best of my knowledge, true, correct, and complete. **PAYEE SIGNATURE:** _____ **DATE:** _____

(Individuals and sole proprietors must also provide copy of Social Security Card or picture id)

Warning: Failure to provide the correct name and number combination may result in payment being subject to 31% backup withholding. See **Taxpayer Name and Number** on back.

Are you a state-certified Historically Underutilized Business (HUB)? Yes No If not, do you qualify? Yes No (see back for details)



Please fax the completed form along with a copy of your driver's license to 512-232-2443
OR send by email to : pickett@csr.utexas.edu

**Disclosure of your Social Security Number is required. This disclosure requirement has been adopted under the Federal Privacy Act of 1974 (5 U.S.C.A. sec. 552a(note)(West 1977) and the Tax Reform Act of 1976 (42 U.S.C.A. sec. 405(c)(2)(C) (West 1992). With few exceptions, under TEX.GOV'T. CODE ANN. sec. 559.003 (1)(2) & (3) (Vernon Supp. 1992), you are entitled to request to be informed about the information that the university collects, under Sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information, and under Section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect. Your Social Security Number will be used to help the Comptroller of Public Accounts administer the state's tax laws and for other purposes. See Op Tex. Att'y Gen.No. H-1235(1978).*