

# Berea College Substitute W-9



Please do not submit an IRS W-9 form in place of this Substitute W-9 Form. **Please complete all applicable sections. Failure to do so could delay processing.**  
 The College is required to protect the privacy of all confidential information. Please refer to the IRS's W-9 instructions for more details. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Business/Individual Information-** Please provide the information about yourself or the business, as shown on your income tax return:

Name (as shown on your income tax return):
Business/disregarded entity name (if different):
Address:
City, State, Zip:
Email:
Phone Number:

**Tax Identification Number** – In the box below, enter the nine-digit Tax Identification Number, either the SSN or the EIN, associated with the individual/business above.

Social Security Number <b>OR</b> Employer Identification Number	SSN:  EIN:
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**Federal Tax Classification** - Check the appropriate box below for the federal tax classification of the person/company whose name is shown on your income tax return. Check only one of the following boxes:

- Individual     
  Sole Proprietor     
  Single Member LLC     
  C Corporation     
  S Corporation  
 Partnership     
  Trust/Estate     
  C Corp LLC     
  S Corp LLC     
  Partnership LLC  
 Other (Non Profit, State, Federal): \_\_\_\_\_

**FATCA codes-** If you are exempt from backup withholding and/or FATCA reporting, enter the appropriate code that applies to you. Please refer to Line 4, Exemptions section referenced in the IRS's W-9 instructions for more information. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Exempt Payee Code (if any) \_\_\_\_\_ Exemption from FATCA Reporting Code (if any) \_\_\_\_\_

**Business Diversity-** The business has **certified** as one of the following as defined in the System for Award Management or your state's program. If this does not apply, please move on to the next section. The business is at least 51% owned, controlled, and actively managed by one of the following (check all that apply):

- Women Business Enterprise     
  Minority Business Enterprise (specify minority) \_\_\_\_\_  
 Other \_\_\_\_\_

**Preferred Payment Method-** Please select your preferred payment method. Please see the next page for additional details.

- Capital One Virtual Card (Businesses only)     
  ACH Direct Deposit     
  Mailed Check

*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 Internal Revenue Service (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 US citizen or other US person
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. **The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

**Please Sign, Date, and Print Name below:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please list the name of the Berea College Employee requesting this form be completed:** \_\_\_\_\_

For Berea College Finance Office Use Only	
Vendor ID: _____	
<input type="checkbox"/> New	<input type="checkbox"/> Update/Change
<input type="checkbox"/> Reactivate	<input type="checkbox"/> EIN/SSN Checked
<input type="checkbox"/> Entered in Banner	<input type="checkbox"/> Secretary of State Standing Checked
<input type="checkbox"/> FBV/sam.gov Checked	
By: _____	Date: _____

# Payment Method Information

Berea College currently offers three options for payments processed by the Accounts Payable Office: Capital One Virtual Card, ACH Direct Deposit, and Check. Capital One Virtual Card and Direct Deposit are the College's preferred payment method for businesses, as we are focusing on an initiative to reduce the cost of paper checks. Virtual Card payment methods are only available for businesses. ACH Direct Deposit and Check payments are available to businesses and individuals. Verification of information would be required for Direct Deposit and Virtual Card payment options and will be subject to Berea College Finance Office approval.

## Capital One Virtual Card (For Businesses Only)

A Virtual Card is an email remittance that includes a link to invoice details and a single-use credit card account number. It is processed like any other card transaction and reconciled using the details attached to the Virtual Card. This option is only available for businesses that accept MasterCard. **Although Capital One does not charge a fee for this service, your merchant terminal provider may charge a processing fee.** Should surcharge or other fees be charged to Berea College in addition to the invoiced amount, it must be disclosed to the Finance Office on this form or before the first payment. Virtual Card payments offer quicker payment turnaround, increased security, and reduce the risk of fraud when compared to checks.

If this option is selected, you may be contacted by the Berea College Finance Office or Capital One to confirm your MasterCard acceptance or collect information needed for us to pay you by credit card. Capital One will provide a credit card number for payment, either through traditional card payment channels or by sending a Capital One Virtual Card. You will receive an email with the remittance detail of approved invoices that we are ready to pay. Please whitelist **donotreply@e-payable.com** as a known email to ensure the payment remittances do not get caught in email filters.

Payment instructions are as follows:

1. Click on the Credit Card Details link
2. Process transaction via your merchant terminal
3. Funds deposit will follow your standard merchant batch deposits

Please provide the Email Address that the virtual card email can be sent to if different than the one listed on the Substitute W-9. Please also list any fees/surcharges that may be charged to the College.

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Best time to Call:**  Morning  Afternoon

**Will any fees be charged to Berea College?**  No  Yes ( *If yes, please describe* ) \_\_\_\_\_

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## ACH Direct Deposit (For Individuals or Businesses with U.S. Banks)

ACH Direct Deposit is a deposit that will be sent directly to your bank account. Once the information is transmitted from Berea College, it could take an additional 1-2 business days before it will be reflected in your bank account. Bank Account information verification will be required. If the verification contact information is different than listed on the Substitute W-9, please list below. If we are unable to verify information after two attempts, a check will be sent.

**Bank Name:** \_\_\_\_\_ **Account Type (check one):**  Checking  Savings

**ACH Routing Number:** \_\_\_\_\_ **Bank Account Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Best time to Call:**  Morning  Afternoon

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Check (For Individuals or Businesses)

This is a paper check that will be mailed directly to the address listed on the invoice. Please ensure the remit-to address on the invoice is correct.