



EASTERN OREGON
UNIVERSITY

One University Blvd - La Grande, Oregon 97850

OFFICE OF ACCOUNTS PAYABLE

To whom it may concern:

We are requesting your assistance in entering you into our accounting system. The Internal Revenue Service requires us to maintain the taxpayer identification number and certification for the purpose of reporting certain payments made to persons or companies not classified as employees. When filling out the W-9, remember that if you are an individual doing business or a sole proprietorship, your social security number is needed. The instructions for filling out the form are on the backside of the W-9. We are unable to process any payments to you until the completed form has been returned.

If the federal form W-9 is not returned, the IRS requires us to withhold a portion of all payments made to your account if the payments meet reporting requirements of federal form 1099. **Also, if you do not provide an accurate name and tax identification number as filed with the IRS, then a penalty may be imposed.**

We strictly follow confidentiality laws and use your tax information for our reporting purposes only. **In order for us to expedite payment, please complete, sign, and date the form I have enclosed and mail it back to my attention as soon as possible. Or you may FAX it to me at 541 962-3849, if you wish.**

If you have any questions, please call me at 541 962-3664.

Thanks,

Linda Howland
Accounts Payable