



EASTERN OREGON UNIVERSITY

EASTERN OREGON UNIVERSITY- SUBSTITUTE W-9 FORM AND ACH (AUTOMATIC DEPOSIT) ENROLLMENT FORM
Vendors providing products and/or services to EOU must complete the substitute W-9 section and the ACH enrollment section prior to receiving payment.

SUBSTITUTE W-9

We must have a Federal Tax Identification Number (FEIN) or Social Security Number (SSN) in our files for All VENDORS receiving payments from us. An IRS W-9 form may not be substituted in lieu of this form. For W-9 instructions, see http://www.irs.gov/pub/irs-pdf/iw9.pdf

NAME (as shown on your income tax return)

BUSINESS NAME (if different from above)

REMIT TO ADDRESS (number, street, apt. or suite no.)

(city, state and zip code)

FEDERAL TAX ID NO. (FEIN): OR SOCIAL SECURITY NO.

Check all the boxes in the table below that apply to you or to your entity:

- U.S. Citizen, U.S. Resident Alien, Foreign Alien or Entity, Non Profit Entity, Limited Liability Corporation- Individual Owner's Name, Individual, Partnership, Corporation, Date of incorporation, Limited Liability Corporation- Corporation, Limited Liability Corporation- Partnership, Woman Owned- State Certified, Woman Owned- Self Reported, Minority Owned- State Certified, Minority Owned- Self Reported, Emerging Small Business- state certified, Emerging Small Business- self reported

CERTIFICATION: 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 U.S. citizen or other U.S. person (defined in the IRS W-9 instructions)

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 taxpayer identification number. SIGN HERE:

X

SIGNATURE OF INDIVIDUAL OR COMPANY OFFICIAL AND TITLE

DATE

ACH - AUTOMATIC DEPOSIT ENROLLMENT

FINANCIAL INSTITUTION: TYPE OF ACCOUNT (Choose one) Checking Savings

BANK ABA ROUTING NUMBER: DEPOSIT ACCOUNT NUMBER:

You MUST send a copy of a voided check or a note from the bank that has the account number AND the routing number for the account which the payments will be deposited into.

EMAIL ADDRESS REQUIRED (Notice of Payment) TELEPHONE:

- CHECK ONE OF THESE OPTIONS: The entire amount of the ACH deposit IS NOT deposited to a financial institution outside the U.S. (If this box is checked, sign the form, and return it to EOU at the address below.)
The entire amount of the ACH deposit IS ultimately deposited to a financial institution outside the U.S. (If this box is checked, complete the following Additional Information, sign the form, and return to EOU at the address below.)

ADDITIONAL INFORMATION (only needed if ACH deposit is ultimately deposited to a financial institution outside the U.S.):
Person/ Entity receiving the deposit Receiver Bank ID No.
Payment Reason/ Remittance Information
Receiver's Address (number, street, suite no.
City, State, and Postal Code

We hereby authorize Eastern Oregon University, to initiate CREDIT ENTRIES ONLY to our financial institution. We acknowledge that the origination of ACH transactions to our account must comply with the provisions of US law and that this information is to remain in full force and effect until Eastern Oregon University has received written notification from us of termination in such time and such manner as to afford Eastern Oregon University and the Financial Institution a reasonable opportunity to act on it.

SIGNATURE TITLE OF REPRESENTATIVE

DATE: TELEPHONE:

I, We are already signed up for ACH with Eastern Oregon University.

Please return Form to: Eastern Oregon University - Accounts Payable Department Phone: (541)962-3664
One University Blvd - La Grande, OR 97850 or Fax to (541)962-3849 (No emails please)

EASTERN OREGON UNIVERSITY- FOREIGN ALIEN/ ENTITY OR RESIDENT ALIEN

FOREIGN ALIEN OR ENTITY

Eastern Oregon University is now requiring a W-8 form for all foreign aliens/entities being paid for a service, copyrights, permissions and royalties performed in the United States to conform to IRS regulations. A faxed or emailed copy is not acceptable. The IRS requires Eastern Oregon University to obtain an original completed, signed and dated W-8 form prior to issuing payment. There are four different types of W-8 forms. The Foreign Alien/Entity will need to determine which type of form applies to them; they will need to fill out the appropriate form; and they will need to mail the form to the address below:

The links for the W-8 forms are as follows- (the entity type will determine which form to complete)

http://www.irs.gov/pub/irs-pdf/fw8exp.pdf	(Form W-8EXP)
http://www.irs.gov/pub/irs-pdf/iw8exp.pdf	(Instructions Form W-8EXP)
http://www.irs.gov/pub/irs-pdf/fw8eci.pdf	(Form W-8ECI)
http://www.irs.gov/pub/irs-pdf/iw8eci.pdf	(Instructions Form W-8ECI)
http://www.irs.gov/pub/irs-pdf/fw8ben.pdf	(Form W-8BEN)
http://www.irs.gov/pub/irs-pdf/iw8ben.pdf	(Instructions Form W-8BEN)
http://www.irs.gov/pub/irs-pdf/fw8imy.pdf	(Form W-8IMY)
http://www.irs.gov/pub/irs-pdf/iw8imy.pdf	(Instructions Form W-8IMY)

US RESIDENT ALIEN

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "savings clause." Exceptions specified in the savings clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the savings clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country—generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the savings clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient fact to justify the exemption from the tax under the terms of the treaty article.

Example: Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S. China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on the exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requestor the appropriate completed Form W-8.

**Please return W-8 Forms to: Eastern Oregon University – Accounts Payable Department Phone: (541)962-3664
One University Boulevard – La Grande, OR 97850 (These forms must be mailed.)**