



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 (IRS) requires us to maintain a taxpayer identification number and certification in order to report certain payments made to persons or companies not classified as employees of EOU.

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 enclosed substitute W-9 form. An IRS W-9 will not work in lieu of our substitute W-9. Once complete, please mail the substitute W-9 back to my attention as soon as possible. Or, you may fax it to me at 541.962.3849.

Please remember that if you are an individual doing business or a sole proprietorship, your social security number is needed. If you do not provide an accurate name and tax identification number, as filed with the IRS, a penalty may be imposed. We will be unable to process any payments to you until the completed W-9 has been returned to us. If the 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.

We appreciate your help in entering your information into our accounting system and if you have any questions, please call me at 541.962.3664, or email me at cbeach@eou.edu.

Thank you,

Cora Beach
Accounts Payable