

Tax Documentation Requirements for Paper Forms ^[1]

January 22, 2025 by [Staff](#) ^[2]

The IRS released a new version of the W-9 form in March 2024. We will only accept the most current version of each applicable form when creating or editing payee records to comply with IRS requirements and the PSC W-9 & Vendor Authorization Procedural Statement. This applies to all vendors in the Marketplace system and any "paper-form" (such as the Payment Authorization, Study Subject Payment form, or Non-Employee Reimbursement-International) payees.

The updated forms may be downloaded below:

- [Form W-9 \(Domestic Individuals/Organizations\)](#) ^[3]
- [Form W-8BEN \(Foreign Individuals\)](#) ^[4]
- [Form W-8BEN-E \(Foreign Entities\)](#) ^[5]

Any paper form submissions to AP Invoice that require tax documentation must include the most recent version of the applicable form. Submissions using outdated forms will be removed from workflow and returned to the requestor and will not be processed until the current version is provided.

We appreciate your cooperation and patience as we work together to meet these IRS guidelines. If you have any questions, please don't hesitate to contact the Service Desk at psc@cu.edu ^[6].

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