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W-9 Substitute (Signed by CU) [1]

Refer to these instructions if an external entity wants to purchase goods or services *from* CU and asks your organizational unit to fill out a specialized W-9 form for CU.

Your org unit should begin by providing the standard W-9 (Signed by CU [2]). If the entity purchasing goods or services from your org unit states that they require a specialized W-9 form to be completed by CU:

- You can fill out the substitute W-9 form. You must enter certain key pieces of information as described below.
- Your campus controller's office can sign the substitute W-9 form.

Key Information on a Substitute W-9 Form:

- *For Vendor Name* - Provide the legal name of the University: "The Regents of the University of Colorado."
- *For Federal Tax Classification* - Check 'Other' and indicate "State Institution of Higher Learning."
- *For Exemptions information* - Identify Exempt Payee Code of "3" and FATCA Reporting Code of "C."
- *For Address* - You can include your org unit's name, along with address.
- *For Tax ID Number (also referred to as Federal Employer Identification Number or FEIN)* - Provide the University's FEIN: "84-6000555."
- *For Payment Method (e.g., pay by check), Primary Contact Person, where to send payment, and other information requested* - Work with your campus controller’s office to determine how to complete these fields, if present.

Campus Controller's Office Contacts:

- CU Boulder – fiscalcompliance@colorado.edu [3]
- CU Denver I CU Anschutz – Finance.AccountingHelp@ucdenver.edu [4]
- UCCS – acctfinc@uccs.edu [5]
- CU System - FSS@cu.edu [6]

Source URL:https://www.cu.edu/controller/forms/w-9-substitute-signed-cu

Links
[1] https://www.cu.edu/controller/forms/w-9-substitute-signed-cu [2] https://www.cu.edu/controller/forms/w-9-signed-cu [3] mailto:fiscalcompliance@colorado.edu [4] mailto:Finance.AccountingHelp@ucdenver.edu [5] mailto:acctfinc@uccs.edu [6] mailto:FSS@cu.edu