

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]
- UCCS – acctfinc@uccs.edu ^[4]
- CU Denver | Anschutz Medical Campus – Finance.AccountingHelp@ucdenver.edu ^[5]
- CU System Administration - oucpga@cu.edu ^[6]

Have a question or feedback?

Questions & Feedback ^[7]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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:acctfinc@uccs.edu>
- [5] <mailto:Finance.AccountingHelp@ucdenver.edu> [6] <mailto:oucpba@cu.edu>
- [7] <https://www.cu.edu/controller/forms/questions-feedback-0>