

# Instructions on Completing and Submitting the UVM Supplier Form/W-9

A current **Supplier Form/W-9** is required before we can issue payment.

**1. Complete the attached form** within **30 days** of this notice. Note: If we do not receive your completed form within this timeframe, **we cannot issue payment**, and compensation will be forfeited.

Make sure all fields are completed, including:

- Your full legal name (*as shown on your income tax return*)
- Business name (*if applicable and different from above*)
- SSN or EIN
- **Select one** tax classification option
- Fields under the **“Address to send PURCHASE ORDER”** section (*note: the check will be mailed to the address provided in this section*)
- If applicable, check the box if your company supplies either Medical/ Health or Legal Services
- Check the “Ownership Data” options that apply
- Ignore the question asking if you’d like payment via Visa

*Forms missing any of the above will need to be resubmitted.*

## 2. Signature Requirements

The W-9 must be:

- **Physically hand-signed (real ink) and dated, or**
- **Electronically signed** with a certified digital/time-stamped signature

*Typed signatures cannot be accepted.*

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## How to Submit Your Form

Please send the completed and signed form securely to [pacefinance@uvm.edu](mailto:pacefinance@uvm.edu) using UVM’s file transfer site:

1. Visit: <http://filetransfer.uvm.edu>
2. Select **Send to a UVM affiliate**
3. Choose **Share Files**
4. Enter sender/recipient emails and subject line (e.g., “W-9 for [Name]”)
5. Attach your W-9
6. Click **Share Files**

**If you prefer to mail the form instead, send it to:**

### UVM-PACE Finance

23 Mansfield Ave  
Burlington, VT 05401

Please notify us once it has been mailed.

### Using your own IRS W-9 form?

You may submit your own version, but it:

- **Must be signed and dated in the current year**, and
- Must meet the signature/date requirements listed above.

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### OLLI Guest Speaker Payment Timeline

Please allow **3–4 weeks** for payment processing after:

1. Your OLLI presentation has occurred, **and**

2. Your W-9 has been received.

**Important:**

Submit your W-9 within **30 days** of this notice.

If we do not receive your completed form within this timeframe, **we cannot issue payment**, and compensation will be forfeited.

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If you have any questions, please contact **pacefinance@uvm.edu**.

**Thank you!**

**UVM PACE Finance**