## Radford University Commonwealth of Virginia (COVA) Substitute Form W-9 Procedures

The Commonwealth of Virginia has a Substitute Form W-9 (COVA W-9) that is required in lieu of the IRS Form W-9 for each individual who is a US citizen or US resident alien and from each corporation, company, partnership, or association created or organized in the US or under US laws. The COVA W-9 requires additional information needed by the Commonwealth Vendor Group to ensure the vendor is properly established in the state accounting system, Cardinal.

All departments requesting set up for a new vendor must provide Accounting Services with a completed COVA Substitute Form W-9 at the time of their request. Accounting Services will review the COVA W-9 to determine if it is completed correctly. If it is not completed correctly, Accounting Services will contact the vendor to get a corrected COVA W-9. Accounting Support Services will not create a Banner ID without the COVA W-9.

Below are departmental guidelines for reviewing the COVA Substitute W-9 to ensure that it is completed correctly.

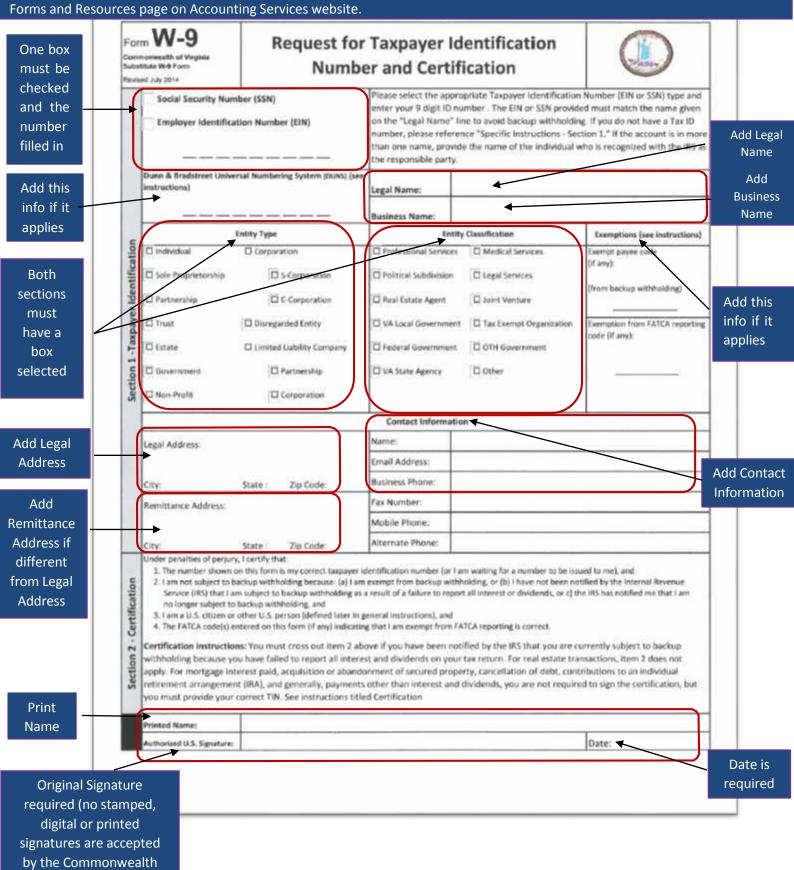
## <u>Section 1 Taxpayer Identification:</u>

- The vendor must check a box indicating the type of their taxpayer identification number (TIN) which is either a social security number (SSN) or employer identification number (EIN). The vendor must provide the 9 digit taxpayer identification number (TIN).
  - Social Security Number (SSN): This box is checked if the vendor is providing their SSN below. If the SSN begins with 9, please contact the Tax Compliance Officer to obtain the correct form since this individual is a foreign individual. The appropriate form is Form W-8BEN.
  - Employer Identification Number (EIN): This box is checked if the vendor is providing their EIN. If this number begins with 98, please contact the Tax Compliance Officer to coordinate getting the correct the form since this vendor a foreign entity. The appropriate form is either Form W-8BEN, W-8BEN-E or W-8ECI.
- <u>Legal Name</u>: The vendor must provide its name used for IRS filings. If the vendor is an individual, sole proprietor or disregarded entity, it must provide the first and last name of the individual. All other vendors will provide their legal business name.
- <u>Business Name</u>: This line is optional. The vendor will complete this line if it has a trade, business or "doing business as" (DBA) name. Sole proprietors and disregarded entities can provide the name of their business on this line.
- Entity Type: The vendor must select one of the following entity types:
  - Individual: The vendor must provide their social security number.
  - Sole Proprietorship: The vendor may provide their social security number or employer identification number.
  - Partnership
  - Trust
  - Estate

- Government
- Non-Profit
- Corporation: S-Corporation or C-Corporation
- Disregarded Entity: A single-member LLC must provide their social security number if the single-member is an individual. The single-member LLC should also provide the legal name for their business.
- Limited Liability Company (LLC): The vendor must also provide the type of LLC as either Partnership or Corporation
- <u>Entity Classification</u>: The vendor will select the classification type that best describes either the type of vendor and/or the type of services the vendor is providing.
- Exemptions: The vendor will enter its Exempt payee code (if any), Exempt code from backup withholding and/or Exemption from FACTA reporting (if any).
- Contact Information:
  - Legal Address: The vendor must provide a complete address.
  - Remittance Address: The vendor must provide a complete address or indicate SAME if the remittance address is the same as the legal address.
- <u>Section 2 Certification</u>: The vendor must physically sign and date the certification section of the form. Digital signatures are not allowable.

This template can be used to help identify properly completed COVA W-9's from the vendors you do business with. All areas with red boxes around them are required fields, and if they are missing please reach back out to your vendor for a properly completed COVA W-9. W-9's that come to Accounting Services incomplete or with missing information will result in delayed payments.

\*\*Note: This is just a template meant for guidance. The blank COVA W-9 that can be distributed to vendors is located on the Forms and Resources page on Accounting Services website.



Vendor Group)