

## **New Vendors**

**Before an invoice can be processed for payment, a properly completed W-9 must be on file in the Foundation Office for the vendor.** It will be the responsibility of the department submitting the TFW to obtain the completed W-9 form from the vendor. Please call or email the Foundation office to inquire about a vendor if you are unsure a W-9 form has been received. The W-9 form is available on the Foundation website or on the IRS website ([www.irs.gov](http://www.irs.gov)). Once this document has been received by the Foundation and verified with the IRS, the vendor is approved and set up in the accounting system. All tax identification numbers (TIN) are verified using the IRS TIN Matching Program. Any discrepancies between the W-9 form and the IRS will need to be resolved before payment is issued. The W-9 form is necessary for **all** vendors including corporations, partnerships, LLCs and sole proprietorships.

Trust Fund Withdrawals will be held by the Foundation until the appropriate information is received from the vendor. If the vendor refuses to provide a W-9, backup withholding of 31% of the payment will apply.

**There will be no exceptions to this policy.**