



UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Substitute W-9 &
Direct Deposit Authorization Form

Complete form if: 1. You are a U.S. entity (including a resident alien) 2. You are a vendor that provides goods or services to UTRGV; AND 3. You will receive payment from the University of Texas Rio Grande Valley.	Requesting Department Contact Name: _____ Phone: _____ BC: _____
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<input type="checkbox"/> New Request	<input type="checkbox"/> Update - Select from the following: Vendor ID# _____	<input type="checkbox"/> Tax ID	<input type="checkbox"/> Legal Name	<input type="checkbox"/> Vendor Order Address
		<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Contact Information	<input type="checkbox"/> Vendor Payment Address

Individual/Company/Entity Legal Name (Must match TIN below): _____

Taxpayer Identification Number (TIN): _____ **OR** _____
 Federal Tax I.D. Number SSN - Individual/Sole Proprietor

DBA Name (If Applicable): _____

Vendor Contact Information:

Name: _____ Title: _____
 Phone: _____ Fax: _____ Email: _____

Vendor Type Select all that apply:

<input type="checkbox"/> Individual/Sole Proprietorship	<input type="checkbox"/> Limited Liability Company. enter the tax classification
C-Corporation _____ S - Corporation _____	(C=C corporation, S=S corporation, P=Partnership)
<input type="checkbox"/> Partnership	<input type="checkbox"/> Exempt payee code (if any)
<input type="checkbox"/> Trust/Estate	<input type="checkbox"/> Exemption from FATCA reporting code (if any)

Vendor Addresses - Payment Address (VP):

Order Address (VO - For Business Entities Only) Check if Order Address is same as Payment Address

Street/PO Box _____	Street/PO Box _____
Second Line _____	Second Line _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

Direct Deposit Setup Information:

In UTRGV's commitment to sustainability, and to process your payment faster, we request you to complete the ACH enrollment section below. All fields must completed for direct deposit setup. **Check One:** Checking Account / Savings Account

Bank Name: _____ Email for Direct Deposit Notification: _____
 Branch: _____ ABR Routing Number: _____ Account Number: _____

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **AND**

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **AND**

3. I am a U.S. citizen or other U.S. person.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Signature Date

Print Name and Title

Direct Deposit Authorization and Agreement

I authorize the University of Texas Rio Grande Valley (UTRGV) to initiate direct deposit of funds to the account and financial institution indicated above, and to recover funds deposited in error if necessary; in compliance with Texas and U.S. U.S. Law, and the Automatic Clearing House (ACH) rules.

I understand that:

- It is my responsibility to provide accurate and current banking information. Notification of direct deposits will be by e-mail; and it is my responsibility to provide a valid e-mail address.
- It is my responsibility to verify payment has been credited to my account, and that UTRGV assumes no liabilities for overdraft for any reason.
- This authorization will remain in effect until: a) a written request is received from a vendor officer to change or terminate direct deposit agreement; b) notification is sent by my bank that the account is no longer valid.

Signature Date

Print Name and Title

Send completed form to: Mail: University of Texas Rio Grande Valley Purchasing 1201 W. University Drive Edinburg, Texas 78539

Email: vendorrequest@utrgv.edu Fax: 956-665-2164

Questions? Call 956-665-2161

Business Affairs Use Only - Record Updated Date _____ Employee Name: _____ Employee Initials: _____