CITY, STATE, and ZIP+4 CODE	CITY, STATE, and ZIP+4 CODE
PHONE	EMAIL

SUBSTITUTE W-9 CERTIFICATION

TAX CLASSIFICATION
   INDIVIDUAL/SOLE PROPRIETOR, OR
   LIMITED LIABILITY COMPANY   SCORPORATION
   GOVERNMENT ENTITY
   NON-USENTITY(W8 required)

EXEMPTIONS
   EXEMPT PAYEE CODE(if any)

   _____

TAXPAYER IDENTIFICATION NUMBER (TIN)
   SOCIALSECURITYNUMBER   EMPLOYER IDENTIFICATIONNUMBER
                         OR

EXEMPTION FROM FATCA
REPORTING CODE(if any)

   _____

Under penalties of perjury, I certify that:

2

SUPPLIERSIGNATURE	DATE
SUPPLIERPRINT NAME	SUPPLIER SIGNATORY'STITLE

Guide for the Substitute W -9 and Supplier Information Form

SUPPLIER INFORMATION – provide information about your company.

PAYMENT OPTIONS

PAYMENT METHODS:
- AMEX VPay or AMEX BIP (Preferred) With American Express Virtual Payment (VPay), payment is made via a one-time use virtual credit card number issued by American Express. With American Express Buyer Initiated Payments (BIP), payment is made via direct deposit to the supplier. The university runs pay cycles daily for AMEX payment methods. Pay term is Net 30. AMEX will reach out to the supplier contact provided on the supplier information form to complete the setup process. Full remittance provided with payment. US entities only.
- ACH – payment by electronic funds transfer. A business bank accepting U.S. dollars is required. Net 45
- Paper check – Least preferred. Our goal is to minimize paper check payment to suppliers.

PAYMENT TERMS:
x Net 30 – payment is generated 30 days from invoice date.
x Net 45 - payment is generated 30 days from invoice date.

INVOICING
x Invoice Submission: Send invoices to invoices-pds@case.edu in PDF format. Do not send questions to this email as they will not be replied to. Make the CWRU Purchase Order (PO) hey8 (. M)-2.2 (a)3.9 (k)8.1 (e t)0.8 (he C)-3.8

<u>Using Box to Upload Vendor Paperwork</u>

1. Save the completed forms and attachments on your computer. Verify all signatures on the documents are wet signatures of 3rd Party verified digital signatures.

2. Click this link https://cwru.app.box.com/f/ae9f53a2ab524abda8424ba9d9ef295f which will take you to the Web page shown below in the images below. You do not need to be logged into Box, or even have a Box account to upload the documents.

3. Drag and drop the forms. Then Click "Submit". ALL FORMS AND ATTACHMENTS MUST BE INCLUDED IN YOUR SUBMISSION. Incomplete submissions will not be processed.