

UINTAH SCHOOL DISTRICT FORM W-9 COLLECTION PROCEDURES

PURPOSE

Uintah School District is required by law to have a completed W-9 Form on file for all vendors providing services and or products to the school district. Before issuing a purchase order, contract, or payment to a vendor, the District must have a completed W-9 on file for the purpose of issuing 1099's, if applicable.

PURCHASE ORDERS TO NEW VENDORS

Go to Accounts Payable in Fiscal. Do a vendor search by name. If the vendor is not in the Fiscal system you will need to do the following:

1. Send a W-9 Form along with a letter explaining the request to the vendor. W-9's and a form letter are available on the District web-site. The form letter provides the vendor with the information they need to return the W-9 to the District's Accounts Payable Office, i.e. address, fax, and email.
2. Once the W-9 is returned, Accounts Payable will enter the vendor in Fiscal.
3. Submit the purchase order to the vendor.

PURCHASE ORDERS TO INACTIVE VENDORS

Go to Accounts Payable in Fiscal. Do a vendor search by name. If the vendor is in the system, but does not have a "Tax ID Number", the "Type" field is blank, and they are "Inactive", you will need to do the following:

1. Send a W-9 Form along with a letter explaining the request to the vendor. W-9's and a form letter are available on the District web-site. The form letter provides the vendor with the information they need to return the W-9 to the District's accounts payable office, i.e. address, fax, and email.
2. Once the W-9 is returned, Accounts Payable will make the vendor "Active" in Fiscal.
3. Submit the purchase order to the vendor.

MISCELLANEOUS VOUCHERS FOR PAYMENT TO VENDORS

Prior to submitting a miscellaneous voucher for payment, do a vendor search in Accounts Payable in Fiscal. If the vendor is not in the Fiscal system, or they are in the system but "Inactive", you will need to do the following:

1. Contact the vendor by phone or email. Inform them that the District is required by law to have a W-9 on file before payment can be issued.
2. Fax, mail, or email a W-9 Form to the vendor. Have the vendor return the W-9 directly to you.
3. Once the W-9 is returned, attach it to the miscellaneous voucher, along with the invoice, and submit them to accounts payable for payment.
4. Accounts Payable will enter the vendor, or make the vendor "Active" in Fiscal and issue payment.

PURCHASE REQUISITIONS FOR PURCHASES OF \$5000 OR MORE

Prior to submitting a requisition to the Purchasing Department, do a vendor search in Accounts Payable in Fiscal. If the vendor is not in the Fiscal system, or they are in the system but “Inactive”, you will need to do the following:

1. Contact the vendor by phone or email. Inform them that the District is required by law to have a W-9 on file for all vendors before a purchase order can be issued.
2. Fax, mail, or email a Form W-9 to the vendor. Have the vendor return the W-9 directly to you.
3. Once the W-9 is returned, attach it to the requisition, along with all required bid documents, and submit them to the Purchasing Department.
4. The Purchasing Department will enter the vendor, or make the vendor “Active” in Fiscal and issue the purchase order.

EXCEPTIONS

W-9's are not required for the following:

- Membership dues
- Travel reimbursements paid to school district employees
- Utilities
- Non-taxable Government Agencies

When in doubt obtain a W-9 from the vendor.