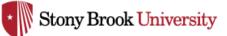
# **AGENCY PAYMENT VOUCHER**

## **Faculty Student Association**

STONY BROOK UNIVERSITY WEST SIDE DINING - 2nd FLOOR STONY BROOK, NY 11794-4460 631-632-9700

Date:				
Payable To:				
Name				
Address				
Internal Zip				
Phone				
E-Mail				
Contact Name				
		and all <u>original</u> backup pape eceipt for goods or services.	rwork must be provide	ed in order to
INVOICE	DATE	DESCRIPTION	TOTAL	
Mail Check	_ Check to be p	icked up:		
Contact P/U name &	number:		<u></u>	
Agency Department	Code:			
Agency Department	Name:			
Account Owner: (President)	Signature: Date:			
	Print name:			
2 <sup>nd</sup> Approver: (VP or Treasurer)	Signature:		Date:	
	Print name:			
If over \$2,500.00:	Signaturo	Dat	to.	
Student Anans Rep:	Signature: Date: Print name:			

NOTE: All information must be filled out and all <u>original</u> backup paperwork must be provided in order to process any payment including any/all receipt for goods or services. Please email completed form along with all documents to usg\_agencyaccounts@stonybrook.edu



### (Rev. November 2017) Department of the Treasury Internal Revenue Service

#### **Request for Taxpayer Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	2 Business name/disregarded entity name, if different from above					
on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Chefollowing seven boxes.  ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership	eck only <b>one</b> of the	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
e. ns	single-member LLC		Exempt payee code (if any)			
ty High	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partner					
Print or type. Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member ov LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the c another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a sing is disregarded from the owner should check the appropriate box for the tax classification of its own	Exemption from FATCA reporting code (if any)				
cifi	Other (see instructions)	(Applies to accounts maintained outside the U.S.)				
e Spe			ester's name and address (optional)			
See	6 City, state, and ZIP code	1				
	7 List account number(s) here (optional)					
Par	Taxpayer Identification Number (TIN)					
Enter	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to av	urity number				
backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>			] - [ ] - [ ]			
TIN, later.						
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and			oloyer identification number			
Numb	er To Give the Requester for guidelines on whose number to enter.		-			
Par	Certification					
Under	penalties of perjury, I certify that:					
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 an	n a U.S. citizen or other U.S. person (defined below); and					
4. Th∈	FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	g is correct.				
you ha	cation instructions. You must cross out item 2 above if you have been notified by the IRS that you be failed to report all interest and dividends on your tax return. For real estate transactions, item 2 ition or abandonment of secured property, cancellation of debt, contributions to an individual retire than interest and dividends, you are not required to sign the certification, but you must provide you	does not apply. Fo ement arrangement	r mortgage interest paid, (IRA), and generally, payments			
Sign	Signature of					

## U.S. person ▶ General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### Purpose of Form

Here

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

Date ►

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,