

MISSOURI SOUTHERN

STATE UNIVERSITY™

Vendor Registration and Direct Deposit (ACH) Form

Date	MSSU Requestor/Dept/Ext	Vendor Status <input type="checkbox"/> New <input type="checkbox"/> Update	Banner ID# (Office Use Only)
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Payee Information			
Company/Individual/Entity Legal Name:	Select Business Type (if applicable): <input type="checkbox"/> Physician or Medical/Health Provider		
DBA Name (If Applicable:)	<input type="checkbox"/> Attorney/Legal Firm <input type="checkbox"/> Rental Service Provider		
Contact Name	Phone	Contact Email	
Primary Business Address			
City	State/Province	Zip Code	Country

Direct Deposit Setup Information (Note: All fields must be completed)

Acct Type: ☐ Checking ☐ Savings Will payments be forwarded to a financial institution outside the U.S.? ☐ Yes ☐ No

Bank Name	
Routing Number	Account Number
Email for ACH Notification	

Substitute IRS Form W-9 Certification

Part I : Taxpayer Identification Number (TIN)

Organization Type and Tax Identification Number (TIN)	Enter your TIN in the appropriate box.
<input type="checkbox"/> Individual/sole proprietor	Social Security Number
<input type="checkbox"/> C Corporation	<input type="text"/>
<input type="checkbox"/> S Corporation	<input type="text"/>
<input type="checkbox"/> Partnership	<input type="text"/>
<input type="checkbox"/> Trust/estate	Employer Identification Number
<input type="checkbox"/> Tax-Exempt/Non Profit	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>

Part II : Certification and Signature

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 am a U.S. person (and authorized to sign an IRS Form W-9)

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.

Sign Here	Signature of U.S. Person	Date
Printed Name:		Title:

Return Completed Form To:

Missouri Southern State University
Financial Services
3950 E Newman Rd
Joplin MO 64801

Phone 417-625-9561
Email financialservices@mssu.edu

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