
PSU VENDOR SET UP AND W-9/ACH (ELECTRONIC PAYMENT) PROCEDURE

All vendors are established by Specialized Accounting. To set up a vendor in Banner, a [PSU Substitute W-9/ACH form](#) (US entities) or an original W-8 form (foreign entities) must accompany all vendor requests. Business Affairs is asking that departments and units collect a PSU Substitute W-9/ACH form for the establishment of vendors. Although the information recorded on the PSU Substitute W-9/ACH form may be similar to what is typically provided on an IRS W-9 Form, an **IRS W-9 Form may not be submitted in lieu of the PSU Substitute W-9/ACH Form**. The University is required to report to the State of Oregon our annual expenditures with minority, women owned, and emerging small businesses (MWESB). To support the [PSU mission of sustainability](#), we also require that vendors **enroll in the PSU ACH program (electronic payments- not checks) or elect to opt out of our ACH program on the form**. This information is not available on a standard IRS W-9 form; therefore we must ask vendors to complete the **PSU Substitute W-9/ACH form**.

The form requires the inclusion of a Taxpayer identification Number (TIN), which can either be a Social Security Number (SSN) or a Federal Employer Identification Number (FEIN) and requires certification (signature) that the TIN is correctly shown. The Internal Revenue Service requires us to maintain correct TIN numbers for all payments to vendors; otherwise the University may be liable for tax collection on payments with incorrect TINs. The ACH section of the form must be completed showing the vendor's bank account and routing number for electronic payment, or the vendor must opt out of ACH payment on the form. BAO will need to be in receipt of these forms before any payments to vendors can be made. **We do not need this form for payments to PSU students or PSU employees.**

It is of utmost concern to comply with the Oregon Identity Theft Protection Act, that an individual's personal information is safeguarded including Social Security numbers and banking information. Please do not request individuals (either those working on a personal services contract or being established as a vendor) e-mail Social Security numbers and banking information or any other personally identifiable information to Portland State University. It is **acceptable to receive FEINs by e-mail** since they are not personally identifiable pieces of information, **but not Social Security Numbers or bank account/ routing numbers or other personally identifiable information.**

All completed PSU Substitute W-9/ACH forms with SSN's and ACH banking information must be faxed from the individual directly to our secure Specialized Accounting Services fax line at 503-725-3400. Please send an email to baopur@pdx.edu that includes the name of the person, address and phone number of the vendor from whom you have requested the PSU Substitute W-9/ACH form. This will allow us to contact you if there are questions and provide you with the Banner vendor number when established. Please do not ask vendors to fax PSU Substitute W-9/ACH forms with SSN's and banking information to other PSU fax numbers as those faxes may not be secure.

If the **PSU Substitute W-9/ACH** form contains only a Federal Employer ID number (FEIN) and the vendor has opted out of ACH payment, the form may be sent directly from you to baopur@pdx.edu as a pdf attachment. If you choose to send it to the fax number above, please include a cover sheet or include in your email the information requested above. Again, this will allow us to contact you if there are questions and provide you with the Banner vendor number when established.

We ask that W-9/ACH information is not collected by individual departments and then transmitted via campus mail, phone call, or voice mail. Please let Business Affairs know if you have any questions.