

## Policy

A blank form W-9 is used to give to new vendors when requesting the information required to set up new vendors.

We also give out form W-9 when we are the contractor or vendor. In this case, we should use "The Administrators of the Tulane Educational Fund" on line 1. This is the legal name that corresponds to the tax ID number.

On line two you may use Tulane University, or Tulane University Health Sciences Center and a Department Name. Remember that the address you place on line 3 is likely to be the remit to address. Please select it carefully. Also understand that a Form 1099 may be mailed to this address. Please forward the completed form to the Accounting Office.