

**STATE OF ILLINOIS
OFFICE OF THE COMPTROLLER**

SECTION	VENDOR IDENTIFICATION STRUCTURE	PROCEDURE - PAGE NO. 19.10.16 1 of 3
SUB-SECTION	OVERVIEW	EFFECTIVE DATE January 1, 2007
PROCEDURE	W-9 PROCESSING PROCEDURES	REVISION NUMBER 07-003

W-9 FORM SUBMISSION REQUIREMENTS

Requirements for Reportable Payments*

- If a vendor is on the SAMS Vendor File in a non-certified status, a W-9 form is required.
- If a vendor's name and/or legal status are incorrectly recorded in the SAMS Vendor File, please contact the IOC vendor unit for instructions (a W-9 form and additional documentation may be required). NOTE: Address changes should not be submitted on a W-9 form. The address on the voucher determines where the payment is mailed, not the address on the SAMS Vendor File.

***For a listing of reportable detail object codes (R), see Chapter 11, Procedure 11.50.30 of the SAMS Manual**

Requirements for Non-Reportable Payments

- If a vendor is on the SAMS Vendor File in a certified or non-certified status, a W-9 form is not required.
- If a vendor is not on the SAMS Vendor File, submit the voucher to the Illinois Office of the Comptroller (IOC) and the vendor will automatically be added in a non-certified status unless the object code/legal status code combination requires certification as indicated on the OBJL table. In this case, a W-9 form is required.
- If a vendor's name and/or legal status are incorrect, please contact the IOC vendor unit for instructions (a W-9 form and additional documentation may be required).

COMPLETING THE W-9 FORM

- Information should be typed or computer-generated by the vendor NOT the agency.
- If information cannot be typed, black ink should be used.
- Information should be provided for only one vendor per W-9 form. A separate W-9 form must be submitted for a spouse.

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- On the "Name" line, individuals should enter their last name first, followed by their first name and middle initial, if applicable. Businesses should enter the legal name of the business on this line. If there is a "doing business as" name (DBA), it should be entered on the "Business name" line.
- The name of the owner of a sole proprietorship must appear on the "Name" line with the DBA name listed on the "Business name" line. NOTE: The IRS matches the TIN against the owner's name, not the business name.
- A partnership is an association of two or more persons for the purpose of carrying on a trade or business. No single individual may form a partnership. The name of the partnership must appear on the "Name" line with the DBA name listed on the "Business Name" line. Please note that the partnership name must be associated with the partnership TIN on IRS records.
- A legal status must be marked. If "Other" is marked, one of the following descriptions must be entered in the space provided.

Legal Corporation
Medical Corporation
Governmental
Tax Exempt

Estate or Trust
Pharmacy (Non-Corporate)
Pharmacy/Funeral Home/Cemetery (Corporate)

Not-for-Profit entities should indicate "not-for-profit" in the "other" field and check the box indicating their appropriate legal status (i.e., corporation, partnership, etc.). Vendors that have tax exempt status with IRS will be certified as "tax exempt." Vendors not on the IRS tax exempt database will be certified with the legal status provided.

- The entire mailing address must be provided. Please make sure the city name is spelled correctly and completely. A state abbreviation and zip code must be provided.
- A Taxpayer Identification Number (TIN) must be provided in all cases. For individuals, this is the social security number (SSN). For businesses other than sole proprietorships, this is the employer identification number (EIN). A sole proprietor may elect to use an EIN to receive payments from the State. However, the IRS and the Comptroller's Office recommend that a sole proprietor use an SSN to receive payments. A TIN should be nine characters with values 0 – 9.
- In the field "Requester's Name and Address," agencies should indicate the agency name, contact person, and fax number to which the W-9 should be returned in the event it cannot be processed. This information will be used to return W-9 forms that cannot be processed by the IOC. **THIS IS THE ONLY AREA WHICH THE AGENCY SHOULD ENTER INFORMATION.** If an agency receives a W-9 form that appears to be incorrect, a new, correctly completed form should be obtained from the vendor. The agency should not make any modifications to the W-9 form.

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- Please carefully review the W-9 forms to ensure the information is correct, complete and legible.

RETURN OF W-9 FORMS

W-9 forms that are not completed according to our procedures will be rejected by the IOC and returned to the submitting agency or vendor. Conditions resulting in the return of W-9 forms include, but are not limited to:

- W-9 forms that are not legible
- W-9 forms with names and TINs of multiple people/entities
- W-9 forms omitting the owner's name of a sole proprietorship or single member LLC
- W-9 forms with a legal status of "other" and no description provided
- W-9 forms with no legal status indicated
- W-9 forms that have a discrepancy between the individual's name and the signature (i.e., Jane Smith Jones is printed at top, but signature reads Jane Smith)
- W-9 forms with conflicting information (i.e., an individual name is listed first, then a business name, and an SSN is provided but the "corporation" legal status is marked)
- W-9 forms with incomplete information
- W-9 forms with a single individual's name on the "name" line and "partnership" legal status marked.
- W-9 forms without the "Requester's Name and Address" field completed.

WHERE TO OBTAIN THE W-9 FORM

- Call the IRS at 800/829-3676
- Visit the IRS Internet Web Site at www.irs.gov
- Chapter 19 of the SAMS Manual (NOTE: The manual may not always have the most recent form.)

NOTE: When sending a W-9 form to your vendors/providers/clients, please provide them with the complete document. Instructions for completing the form appear on the back.

SUBSTITUTE W-9 FORM

The IOC must approve substitute W-9 forms. Please forward your proposed substitute form to the IOC Vendor Supervisor at 325 W. Adams, Springfield, IL 62704 or via email: vendor@mail.ioc.state.il.us.

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Vendor Identification Numbers

The Vendor Identification Number that must be utilized is as follows:

Individuals	Social Security Number (SSN)
Sole Proprietors	SSN or Employer Identification Number (EIN)
Partnerships and Corporations	EIN
Governmental Entities	EIN
LLCs-Single Member - Disregarded	SSN or EIN of owner
LLCs-Single Member - Corporation Election	EIN from IRS acceptance letter
LLCs-Single Member - Owned by a Corporation	EIN of Corporation
LLCs-Multiple Member - Partnership	EIN of LLC
LLCs-Multiple Member - Corporation Election	EIN from IRS acceptance letter

Space Limit: Only 30 characters per line are allowed in the name and address fields of a voucher.

MULTIPLE PAYEES

When submitting a voucher authorizing payment to multiple payees, the proper Vendor Identification Number for the first listed payee should be used. This does not apply to C-02 vouchers. Individual C-02 vouchers must be filed for each payee for contractual services.

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STRUCTURE OF VENDOR NAMES

The following guidelines should be applied to vendor names which appear on invoice-vouchers.

INDIVIDUALS

The individual's last name must precede the first name, middle name or initials and any titles. No punctuation should be used. An individual's vendor name would appear as follows:

Smith Ann Y

SOLE PROPRIETORSHIPS

A sole proprietor is an individual engaged in a trade or business. When the payee is a sole proprietorship, the first line of the vendor or payee box on an invoice-voucher **MUST** contain the owner's name. The owner's last name should precede the first name, middle name or initials, and any titles. If the vouchering agency or owner also wishes to have the business name appear on the warrant, it should be entered on the second line as: "dba Business Name."

Omitting the owner's name may cause an incorrect Internal Revenue Service (IRS) Form 1099 to be issued and result in an IRS notice requiring backup withholding on future payments to that vendor. (See SAMS Procedure 19.10.15)

PARTNERSHIPS

A partnership is an association of two or more persons for the purpose of carrying on a trade or business. Partnerships must be registered with the Internal Revenue Service. Two or more individuals may form a partnership. However, no single individual may form a partnership.

When preparing an invoice voucher payable to a partnership, the name of the partnership as registered with the IRS must appear on line one and the dba (business) name, if applicable, must appear on the second line.

CORPORATIONS

A corporation's vendor name must be its legal name as set forth in the corporation charter or other legal document creating it. The legal name of many vendors can be found in the Certified List of Domestic and Foreign Corporations published by the Illinois Secretary of State.

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A business corporation is required by law to have as part of its corporate name the word "Corporation", "Company", "Incorporated", or "Limited", or an abbreviation of one of such words. A professional corporation is required by law to have as part of its corporate name the word "Chartered", "Limited", "Ltd.", or "P.C.". Since 1099 reporting is not required for many corporations, it is important to include the appropriate word or abbreviation on the voucher in order for the Comptroller to properly exclude the vendor when reporting to the IRS.

IRS Form 1099 reporting is required for corporations providing or billing medical or health care services and corporations providing legal services. To ensure a match with IRS records, include the complete legal name on vouchers. With the exception of words such as "Inc", "SC", and "PC", do not abbreviate the legal name, whenever possible. If the name must be abbreviated, do not abbreviate the first two words of the legal name. If paying an operating unit of a corporation, the corporate name must appear on the first line and the name of the operating unit should appear on the second line of the voucher.

GOVERNMENTAL ENTITIES

The name of the geographic or political subdivision should be presented first. A governmental agency's vendor name would appear as follows:

Chicago Human Resources Dept
U S Justice Dept of

AGENCIES OF THE STATE OF ILLINOIS

Payments to state agencies do not require the use of Illinois, State of. A payment to the State of Illinois, Office of the Comptroller would appear as follows:

Comptroller Office of

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LIMITED LIABILITY COMPANIES

Limited Liability Companies (LLCs) are organized under state laws and do not have an established status in United States tax law.

SINGLE MEMBER LLC, DEFAULT CLASSIFICATION AS INDIVIDUAL

A Single Member LLC can be owned by an individual. When entering the vendor name on a Form W-9, the owner's name must be entered on the Name line, and the business name (LLC) must be entered on the Business name line. The Limited Liability Company box must be marked and a "D" must be entered on the tax classification line. The owner's Social Security Number (SSN) or Employer Identification Number (EIN) must be entered in the Taxpayer Identification Number (TIN) box. An LLC with a properly completed Form W-9 and IRS EIN assignment letter on file with the Comptroller's Vendor Unit will be classified as legal status 02 on the SAMS vendor file.

SINGLE MEMBER LLC, OWNER IS A CORPORATION

When entering the vendor name on a Form W-9, the owner's name must be entered on the Name line and the business name (LLC) must be entered on the Business name line. The Corporation box must be marked. The owner's (Corporation) EIN must be entered in the TIN box. The vendor will be classified as legal status 04 on the SAMS vendor file.

SINGLE MEMBER LLC, ELECTION TO BE TREATED AS A CORPORATION

If the owner elects, and the IRS accepts the election, the Office of the Comptroller will classify the LLC as a corporation if, and only if, the vendor provides the Vendor Unit with a copy of the IRS acceptance letter. An LLC with a properly completed Form W-9 and IRS acceptance letter on file with the Comptroller's Vendor Unit will be classified as a corporation with legal status 04 on the SAMS vendor file.

When completing Form W-9, the name entered on the Name line must match the name on the top line of the IRS acceptance letter. The Limited Liability Company box must be marked and a "C" must be entered on the tax classification line. The corresponding EIN on the IRS acceptance letter must be entered in the TIN box.

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MULTIPLE MEMBER LLC, DEFAULT CLASSIFICATION AS PARTNERSHIP

The default classification for a multiple member LLC is treatment as a partnership. When completing Form W-9, the multiple member LLC's name must appear on the Name line and the business name, if applicable, must be entered on the Business name line. The Limited Liability Company box must be marked and a "P" must be entered on the tax classification line. The LLC's EIN must be entered in the TIN box. An LLC with a properly completed Form W-9 and IRS EIN assignment letter on file with the Comptroller's Vendor Unit will be classified as legal status 03 on the SAMS vendor file.

MULTIPLE MEMBER LLC, ELECTION TO BE TREATED AS A CORPORATION

If the owner elects and the IRS accepts the election, the Office of the Comptroller will classify the LLC as a corporation if, and only if, the vendor provides the Vendor Unit with a copy of the IRS acceptance letter. An LLC with a properly completed Form W-9 and IRS acceptance letter on file with the Comptroller's Vendor Unit will be classified as a corporation with legal status 04 on the SAMS vendor file.

When completing Form W-9, the name entered on the Name line must match the name on the top line of the IRS acceptance letter. The Limited Liability Company box must be marked and a "C" must be entered on the tax classification line. The corresponding EIN on the IRS acceptance letter must be entered in the TIN box.

ERROR CONDITIONS

Vendors must comply with the current IRS regulations described in the instructions to Form W-9 and other applicable IRS and Comptroller requirements. If the Comptroller's Vendor Unit detects noncompliance with the applicable requirements, the Form W-9 will be returned and additional information and/or a corrected W-9 may be requested.

REFERENCES

Forms and instructions for Form W-9 at www.irs.gov