

# **W-9 QUESTIONS AND ANSWERS**

## **WHO RECEIVES AND ENTERS W-9'S INTO TERMS?**

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## **WHAT IS THE FIRST THING THAT I NEED TO CHECK BEFORE DOING BUSINESS WITH A PARTICULAR COMPANY?**

Check the A205 screen in TERMS for the vendor, if there, press F11, which will take you inside the vendor's file to determine if there is a W-9.

## **WHERE CAN I FIND A W-9 FORM?**

Purchasing's web-site located under the VENDORS link.

## **DOES A PARENT OR STUDENT NEED TO COMPLETE A W-9 FORM?**

No! You may e-mail or fax me a request to have the individual(s) added. Please send me their full name and address. **DO NOT INCLUDE SSN OR STUDENT ID**

## **HOW DO I LOOK UP AN INDIVIDUAL OR EMPLOYEE IN TERMS?**

You can enter the first letter of their first name next to the "Name:" field and type their full last name next to the "Abbr/Last Name:" field. You may also enter their Social Security Number next to the "TaxId:" field. Please note: An employee is entered into TERMS to match their name on file in Human Resources.

## **IF A COMPANY HAS CHANGED AN ADDRESS, HOW DO I GET IT UP-DATED IN TERMS?**

A new W-9 form will need to be completed and submitted with company letter indicating changes.

## **IF A COMPANY HAS A DIFFERENT PAYMENT ADDRESS FROM THEIR PURCHASE ORDER ADDRESS, HOW DO I GET THAT UP-DATED?**

You will need to contact Accounts Payable x42290 to have a payment address added or changed. Purchasing does not have the authority to make that change. Purchasing can only make changes to the primary (purchase order) address.