Address Change Process

The following information is intended for Departmental and Program use only:

A W-9 or vendor invoice is required when making a change to a vendor address. Please make sure you are submitting the most current forms which are accessible under Financial Resources → Financial Forms.

<u>When submitting a W-9</u>

1) Please review the W-9 for completeness.
    a) The Legal name field, address, and TIN have must be completed and the form should be dated within the past year.

Form **W-9**
State of Colorado Substitute rev.0415

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/Sole Proprietor or single member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▸
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▸ ☐ Government

Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

Address (number, street, and apt. or suite no.)

Purchase Order address if different (optional)

City, state, and ZIP code

List account number(s) here (optional)

Contact name

Contact Email

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification

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. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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. See the instructions on page 3.

Sign Here Signature of U.S. person ▸ Date ▸

2) In CORE access the VCUST table and pull up the vendor account by TIN and a portion of the vendor name.
    a) Make sure the name on the vendor record in CORE matches that on the W-9. (If these do not match the request will not be processed)

3) Contact the vendor using information independent of what is on the W-9 form. (DO NOT USE THE CONTACT INFORMATION PROVIDED ON THE W-9)
4) Verify with the vendor that they did request an address change.
5) Ask the vendor any additional questions you might have especially if you found any discrepancies during your document review.
6) When you are satisfied that the W-9 information came from your vendor then scan the W-9 as a single pdf.
7) The naming convention for the PDF should be: VCUST number_vendor name – example VC00000000014293_Washington County
8) Email your single request to: State_centralapproval@state.co.us. In the email request **you MUST state that the information has been verified** using the above steps.

DO NOT SEND MULTIPLE REQUESTS IN SINGLE EMAIL

When submitting a Vendor Invoice

1) Please review the invoice for completeness.
2) In CORE access the VCUST table and pull up the vendor account by the vendor name.
    a) You will need to provide us with the correct vendor record number.
    b) Enter the VC number on the invoice.
3) Contact the vendor using information independent of what is on the invoice. (DO NOT USE THE CONTACT INFORMATION PROVIDED ON THE INVOICE)
4) Verify with the vendor that they did request an address change.
5) Ask the vendor any additional questions you might have especially if you found any discrepancies during your document review.
6) When you are satisfied that the invoice information came from your vendor then scan the invoice as a single pdf.
7) The naming convention for the PDF should be: VCUST number_vendor name – example VC00000000014293_Washington County
8) Email your single request to: State_centralapproval@state.co.us. In the email request **you MUST state that the information has been verified** using the above steps.

DO NOT SEND MULTIPLE REQUESTS IN SINGLE EMAIL