

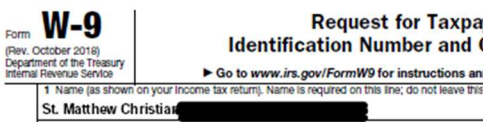

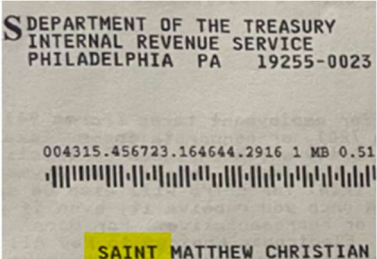
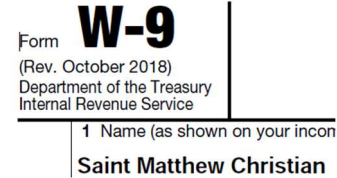

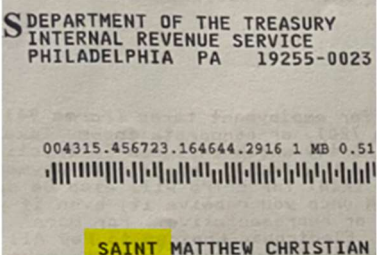


## Tips for Filling out Your W-9 for Faster Payments


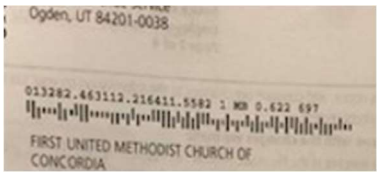

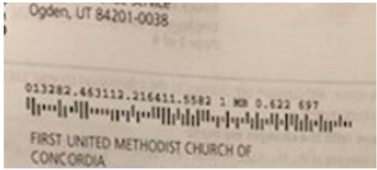
- W-9 is completed by the new supplier KHP is going to pay, must be signed within the last 12 months, and sent to their KHP contact person
- The fiscal department enters the information into the State’s financial system
- The taxpayer ID # and Name Combination is matched electronically with IRS Records
  - Matches – The new supplier is approved, and we are able to pay
  - Doesn’t Match – A copy of the supplier’s name as it appears on an IRS document and a new W-9 to match are required. This is continued until the records match.

**The key is how your name is listed on IRS documents,  
your name must match exactly how it is on your taxes etc.**



**Example #1:**

<p>W-9 was completed with abbreviated name:</p> 		<p>IRS Documentation showed non-abbreviated:</p> 
<p>W-9 was completed with non-abbreviated name and matching the IRS Document:</p> 		<p>IRS Documentation showed non-abbreviated:</p> 

**Example #2:**

<p>W-9 was completed with the name not matching the IRS document:</p> <p>Form <b>W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service</p> <p><b>Request Identification Number</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for more information.</p> <p><b>Before you begin.</b> For guidance related to the purpose of Form W-9, see the instructions.</p> <p>1 Name of entity/individual. An entry is required. (For a sole proprietor or partner, enter the name on line 2.) <u>Concordia First United Methodist Church, Inc.</u></p> <p>2 Business name/disregarded entity name, if different from above.</p>		<p>IRS Documentation showed:</p> 
<p>W-9 was completed matching the IRS Document:</p> <p>Form <b>W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service</p> <p><b>Request Identification Number</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for more information.</p> <p><b>Before you begin.</b> For guidance related to the purpose of Form W-9, see the instructions.</p> <p>1 Name of entity/individual. An entry is required. (For a sole proprietor or partner, enter the name on line 2.) <u>First United Methodist Church of Concordia</u></p>		<p>IRS Documentation:</p> 

**Example #3:**

<p>W-9 was completed with various versions of the abbreviated name:</p> <p>Form <b>W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service</p> <p><b>Request Identification Number</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for more information.</p> <p><b>Before you begin.</b> For guidance related to the purpose of Form W-9, see the instructions.</p> <p>1 Name of entity/individual. An entry is required. (For a sole proprietor or partner, enter the name on line 2.) <u>University of Kansas Hillel</u></p> <p>2 Business name/disregarded entity name, if different from above.</p> <p>Form <b>W-9</b> (Rev. November 2017) Department of the Treasury Internal Revenue Service</p> <p><b>Request Identification Number</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for more information.</p> <p>1 Name (as shown on your income tax return). Name is required on this line. <u>KU Hillel</u></p> <p>2 Business name/disregarded entity name, if different from above.</p> <p>Form <b>W-9</b> (Rev. November 2017) Department of the Treasury Internal Revenue Service</p> <p><b>Request Identification Number</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for more information.</p> <p>1 Name (as shown on your income tax return). Name is required on this line. <u>KU Hillel Foundation</u></p> <p>2 Business name/disregarded entity name, if different from above.</p>		<p>IRS Documentation showed non-abbreviated:</p> <p>Department of the Treasury Internal Revenue Service Ogden, UT 84201</p> <p>HILLEL THE FOUNDATION FOR JEWISH CAMPUS LIFE</p>
<p>W-9 was completed with non-abbreviated name and matching the IRS Document on the top line and additional information was put on the second line:</p> <p>Form <b>W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service</p> <p><b>Request Identification Number</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for more information.</p> <p><b>Before you begin.</b> For guidance related to the purpose of Form W-9, see the instructions.</p> <p>1 Name of entity/individual. An entry is required. (For a sole proprietor or partner, enter the name on line 2.) <u>Hillel the Foundation for Jewish Campus Life</u></p> <p>2 Business name/disregarded entity name, if different from above. <u>University of Kansas Hillel</u></p> <p>3a Check the appropriate box for federal tax classification of the entity/individual.</p>		<p>IRS Documentation showed non-abbreviated:</p> <p>Department of the Treasury Internal Revenue Service Ogden, UT 84201</p> <p>HILLEL THE FOUNDATION FOR JEWISH CAMPUS LIFE</p>