



THE RESEARCH FOUNDATION
The State University of New York
University at Albany

Sponsored Funds Financial Management Announcement

Date: 2/11/2008

Re: Use of Work Address

Research Foundation Central Office recently initiated a W-9 campaign in efforts to ensure that information on record for companies and individuals is accurate for IRS tax reporting purposes.

In doing so, it was identified that a campus address has been utilized for many employees rather than their home address. It is important for tax reporting that individual's home address be utilized, therefore, Central Office has requested our assistance in correcting any such records.

We would ask that as you submit future reimbursement requests, you include individual's home address so that our files may be updated appropriately. We will also be reviewing incoming requests and will be reaching out to request such information be provided.

We appreciate you time and attention to this matter.

Should you have any questions, please do not hesitate to contact the office.