



THE UNIVERSITY AT ALBANY FOUNDATION

MEMORANDUM

Date: February 12, 2015

To: UAlbany Foundation Fund Managers

From: The University at Albany Foundation

Subject: Instructions on updated Request for Disbursement form

In an effort to make disbursement requests more user friendly and secure, we recently updated the Request for Disbursement form. We are aware that having full social security numbers visible on the face of the form poses a security concern, therefore, we have updated the form accordingly to address this issue.

Box #4, titled "Taxpayer Identification Number", of the new Request for Disbursement form is where you will see the most significant change. The new format helps you identify when a taxpayer identification number is required and any additional paperwork needed to be submitted.

In general, the following guidelines apply to Box #4:

- Form W-9, *Request for Taxpayer Identification Number*, or Form W-8BEN or W-8BEN-E for nonresident aliens, must be on file with the Foundation for all payments of supplies and services, and any awards, scholarships, and honorariums paid directly to an individual.

We only need one W-9 form on file for each vendor. Once we have a form on file for that vendor, we no longer require one for future payments. A document is provided on the Foundation's website listing all W-9 forms we have on file. The Foundation from time to time may be required to update the W-9 forms on file.

For instructions on completing the Forms W-9 or W-8 series, please refer to the IRS at www.irs.gov.

- We are no longer requesting taxpayer identification numbers for reimbursement payments.
- Scholarship payments made directly to a student's account at the University at Albany require the student's University at Albany identification number.

Also, a reminder that Box #6 “Reference” is a required field. In order to properly process any request, we must first know what type of request we are processing and what documentation is required. This information is also provided to the vendor so that they can credit our account accordingly. Please make sure you complete this section at all times.

Any incomplete or missing documentation will result in your request being delayed.

You should begin using the new Request for Disbursement form no later than March 9, 2015.

We appreciate your understanding and cooperation. Please feel free to contact the Accounts Payable Coordinator, Angela Margillo, with any further questions regarding the new disbursement form. Angela can be reached at amargillo@albany.edu or x75068.