



WKU FOUNDATION

Your Gifts. WKU's Future.

W-9 TIPS

Request for Taxpayer Identification Number and Certification

This form is required to be filled out by the WKU Foundation if you are paying someone for the following items:

- 1.) Services or Honorariums- (If they are already on WKU's payroll, it must go through the WKU Payroll Office).
- 2.) Awards- (If the award is for a student, over \$100, it must go through WKU Financial Aid as a scholarship award, unless the student is not listed as a student, or coming back the next semester).

The following items can be entered on the form.

Name
Business Name (if Applicable)
Address
City, State and Zip Code

The following items cannot be entered on the form and need to be completed before sending to WKU Foundation Office.

Check Appropriate Box
Social Security Number or Employer Identification Number
Signature & Date

If you have any questions, please call the WKU Foundation Office at 5-3105.