



Dear Prospective Vendor:

The Commonwealth of Virginia, of which James Madison University (JMU) is an agency, only accepts the attached substitute version of the IRS W-9 form. It does NOT accept the IRS version or any previously accepted versions of the JMU substitute W-9.

The Commonwealth of Virginia Department of Accounts (DOA) has mandated that JMU does NOT have legal authority to remit payment to any vendor who has not submitted the Commonwealth of Virginia substitute version.

Please note JMU does NOT have legal authority to remit payment to you unless this form is completed in entirety and remitted to the university.

If you have any questions regarding W-9 submission please call (540) 568-2941.

Thank you for your understanding in this matter.

MSC 5705
1031 South Main Street
Harrisonburg, VA 22807
540.568.5590 Phone
540.568.3346 Fax

Office of ACCOUNTING OPERATIONS & DISBURSEMENTS