### One Box must be checked and the SSN or EIN filled in on the dotted line.

- [ ] Social Security Number (SSN)
- [ ] Employer Identification Number (EIN)

### Legal Name is required. You can also add a Business Name if you have one.

**Legal Name:**

### Entity Type is required. If you are a LLC, you must select LLC + Partnership or LLC + Corporation (includes S-Corporation & C-Corporation), or Disregarded Entity which is a single member LLC.

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Legal Classification</th>
<th>Exemptions (see instructions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Corporation</td>
<td>Exempt payee code (if any)</td>
</tr>
<tr>
<td>Sole Proprietorship</td>
<td>C-Corporation</td>
<td>Exempt from FATCA reporting code (if any):</td>
</tr>
<tr>
<td>Partnership</td>
<td>S-Corporation</td>
<td></td>
</tr>
<tr>
<td>Trust</td>
<td>Disregarded Entity</td>
<td></td>
</tr>
<tr>
<td>Estate</td>
<td>Limited Liability Company</td>
<td></td>
</tr>
<tr>
<td>Government</td>
<td>Partnership</td>
<td></td>
</tr>
<tr>
<td>Non-Profit</td>
<td>Corporation</td>
<td></td>
</tr>
</tbody>
</table>

### Legal Address is required.

**Legal Address:**

**City:**

**State:**

**Zip Code:**

### Remittance Address should be added if the payment address is different than the legal address.

**Remittance Address:**

**City:**

**State:**

**Zip Code:**

### Printed Name is required.

**Printed Name:**

**Authorized U.S. Signature:**

### Date is required.

**Date:**

---

**This template can be used to help identify properly completed COVA W-9’s from the vendor’s you do business with. All areas with red boxes around them are required fields, and if they are missing please reach back out to your vendor for a properly completed COVA W-9. W-9’s that come to Accounts Payable incomplete or with missing information will result in delayed payments.**

**NOTE:** This is just a template meant for guidance. The blank COVA W-9 that can be distributed to vendors is located on the Forms Index within the Financial Procedures Manual.

If you receive federal grant funds, add your UEI number here.

**ENTITY TYPE** is required. If you are a LLC, you must select LLC + Partnership or LLC + Corporation (includes S-Corporation & C-Corporation), or Disregarded Entity which is a single member LLC.

**LEGAL ADDRESS** is required.

**REMITTANCE ADDRESS** should be added if the payment address is different than the legal address.

**PRINTED NAME** is required.

**SIGNATURE** is required. Can be ADOBE Sign, DOCU Sign or Actual Signature.

**Current DATE** is required.