



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

Office of 540.568.5590 Phone

ACCOUNTING OPERATIONS & DISBURSEMENTS 540.568.3346 Fax