

INFORMATION SHEET
W-8 SUBSTITUTE – VENDOR REGISTRATION FORM
PLEASE READ!

This form is to be completed by the vendor (person/organization the University is doing business with) and returned to the University department.

Type of Payee:

Foreign Government – Only the integral parts or controlled entities of a foreign sovereign as defined in Temporary Regulations section 1.892-2T

International Organization – A public international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f)

Foreign Tax Exempt Organization – For a foreign tax-exempt organization to claim an exemption from withholding because of its tax exempt status, or to claim withholding at a 4% rate, it must provide you with a [Form W-8EXP](#) (Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding).

Name and Address:

Name of individual or organization – This is the name that will be payable to on the check

Which W-8 Form to Attach:

- Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals).
- Form W-BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities).
- Form W-8ECI, Certificate of Foreign Person's Claim That Income Is Effectively Connected With the Conduct of a Trade or Business in the United States.
- Form W-8EXP, Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting.
- Form W-8IMY, Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting.

Questions? Contact the Accounts Payable Vendors Office

- 405-271-2410 (AP Front Desk)
- 405-271-8001 x46540 (Direct to Vendors)
- Ap-vendoroffice@ouhsc.edu

