



Carleton Business Office via Adobe Acrobat Sign <adobesign@adobesign.com>
to me ▾

12:36 PM (41 minutes ago) ☆

Example of the email
from the business office

Carleton

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Carleton Business Office requests your signature on
Supplier W-9/ACH Authorization

Click here to start

Review and sign

Carleton College is pleased to work with you as a college supplier. In order to complete your Carleton College supplier record please prepare the information requested.

CARLETON BUSINESS OFFICE
businessofficeadmin@carleton.edu

After you sign Supplier W-9/ACH Authorization, all parties will be notified. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:

- Upload Verification Document

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line: do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

- -

or

Employer identification number

-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Click here to sign

Date ► 07/21/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ACH Direct Deposit Form

CARLETON COLLEGE

Supplier Electronic Payment Authorization

Electronic payments are the safest, fastest, and most cost efficient method of payment. Complete this form to enroll in direct deposit, or to change existing bank information. Changes will be verified before they take effect. Email accountspayable@carleton.edu or call 507-222-4844 for assistance.

Allow 7-10 days for enrollment in direct deposit. To protect your personal information, please avoid emailing your bank details.

Indicate here if you prefer to receive payment by paper check ☐ *Payment via paper check will take longer to process*

Type of Authorization (check one): Add ☐ Change ☐

Section I: Supplier Information

Supplier Name:
Address Line 1:
Address Line 2:
City, State, Zip, Country
City State Zip Country
Contact Name:
(if different than Supplier name) Phone Number
Remittance Email:

Section II: Financial Institution Information U.S. Bank Account

U.S. Bank Automated Clearing House (ACH)
Bank Name: Bank Routing #:
(9 digits)
Account Type: ☐ Checking OR ☐ Savings Bank Account #:

Section III: Financial Institution Information Foreign Wire Bank Account

Foreign Bank (Non-U.S.) Wire
Account Type: ☐ Checking OR ☐ Savings
Bank Name: IBAN/Bank Account #:
Bank Address: SWIFT/BIC:
Name on Bank Account:
Bank Country: Institution # (Canada Only):
IFSC Code (India Only): Branch ID # (Canada Only):
CLABE # (Mexico Only):

Section IV: Bank Account Documentation ☐ I have attached a copy of a voided check, bank statement, or bank authorization

[Click to Attach Upload Verification Document](#)

Please include documentation that validates the name on the bank account, full account number, and routing number. This documentation helps to verify your account information for accurate and secure deposits. Most financial institutions provide direct deposit documentation on their online banking portal. If you cannot find the document on your bank's website or app, you can contact your bank to request the required documentation.

Section V: Authorization

I certify that the information on this form is complete and correct. I authorize Carleton College to electronically deposit invoice payments to the undersigned bank account via the Automated Clearing House (ACH) or via the Clearing House Interbank Payment System (CHIPS) in accordance with applicable electronic payment rules. This authorization will remain in effect until it has been canceled in writing. In the event that funds are erroneously deposited to the undersigned's bank account, Carleton College is authorized to debit the account in the amount of the erroneous deposit with prior written or verbal notice to the undersigned.

[Click here to sign](#)

Authorized Signature
Rebecca Bradley
Printed Name of Above Signature

[Enter your job title](#)

Title
Jul 21, 2025
Date

Bank Country: _____
IFSC Code (India Only): _____
CLABE # (Mexico Only): _____

Institution #
(Canada Only): _____
Branch ID #
(Canada Only): _____

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Next

[Use this link to attach a file](#)

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[Click here to sign](#)

Authorized Signature

Rebecca Bradley

Printed Name of Above Signature

[Enter your job title](#)

Title

Jul 21, 2025

Date