

UCSD DISBURSEMENTS DIVISION
Fax Cover Sheet for Transmitting IRS W-9 FORM
Fax 858-822-2678 (from UCSD, use ext 22678)

PLEASE SUBMIT ONLY THE FAX COVER SHEET AND THE W-9 FORM (other documentation or inquires should **not** be submitted to the above fax number as it is **not** a regularly monitored fax - this is an automated number)

Please refer to the following information on Blink for policy:
<http://blink.ucsd.edu/buy-pay/payments/payauths/online/w9.html>

As the payment to the below person/entity will be reportable as income for tax purposes, please have the **payee** complete and sign the IRS W-9 form - **then return to you as the originating UCSD Department**. If you are having the payee fax the cover sheet and W9 directly to Disbursements, **please complete the cover sheet first**, then SaveAs onto your computer (data will not be saved on this form template) prior to sending the completed cover sheet to the payee. Please instruct payee to click on the below link to get to the W-9 form and fax BOTH the completed cover sheet and completed W-9 form to the above fax number (858.822.2678).

[Click here to open pdf version of the W-9 Form Page 1 \(to be completed by PAYEE\).](#)

[Click here to access the IRS W-9 form instructions](#)

Please have the payee print large and legibly or use largest font possible when completing the W-9.

Fax the completed form with this sheet (**submit a separate cover sheet for each W-9 form**).

Thank you!

FAX COVER SHEET TO BE COMPLETED BY UCSD DEPARTMENT STAFF (not the Payee)

UCSD DEPARTMENT INFORMATION

FROM: _____
DATE: _____
PHONE: _____
FAX: _____
EMAIL: _____

PAYEE INFORMATION

Payee Name as it will appear on payment:

Company Name or if Payee is an individual, put their First and Middle Name here (middle name not required). Last name goes on next line, see below

Individual's Last Name (leave blank if Payee is a Company, Corporation, etc...)

Mailing address for payment:

Brief Explanation of purpose of payment:

The information should be available in FinancialLink within 48 hours after receipt of a completed and legible fax. After 48 hours, a follow-up inquiry may be made to the below email address - click on link. It would be helpful to include the date and time the fax was submitted to the above number in the email inquiry.

dispayauth@ucsd.edu