



UNIVERSITY OF CENTRAL FLORIDA

**Division of Finance**

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**Qualtrics Electronic W9 Announcement**

Financial Affairs is pleased to announce the launch of a new tool for securely collecting information electronically for the IRS Form W-9. Suppliers may now submit the University of Central Florida's substitute W-9 using the following link:

[https://ucf.qualtrics.com/jfe/form/SV\\_9HVXC418brDm1bn](https://ucf.qualtrics.com/jfe/form/SV_9HVXC418brDm1bn).

This new tool will allow suppliers to easily submit their W-9 information via computer, tablet, or smartphone. The electronic W-9 link should be used when submitting new or updated W-9s and when adding or changing ACH banking information. Due to the availability of this new tool, effective August 3, Financial Affairs will no longer accept W-9s via fax. As a reminder, do not submit Social Security numbers or banking information via email as it will not be accepted.

A link to the new "UCF Substitute W9" can be found in the Vendors Payable section of the Division of Finance Forms website, <https://fa.ucf.edu/forms/>. Instructions are available as a PDF or through a link on the form.