



School Financial Services – Office of the Controller

42 West Madison • Chicago, Illinois 60602-4413 • Telephone: 773-553-2766 • Fax: 773-553-2704

W-9 Contact Form

Please submit this completed form along with the signed W-9 Form to the Finance Department via fax to 773-553-2704 or 773-553-2711.

Note: No services can be rendered or payment made to any individual until the W-9 Form and Contact Form have been submitted and verified.

Payment Service Type:

| | | | |
|--|---|--|---|
| <input type="checkbox"/> Sports Official | <input type="checkbox"/> LSC Election Judge | <input type="checkbox"/> Other Individuals | <input type="checkbox"/> Company/Organization |
|--|---|--|---|

Contact Information:

Please print clearly.

| | | |
|--------------------------|------------------|-------------|
| Individual/Company Name: | | |
| Address: | | |
| Email: | | |
| Home Phone: | Cell Phone: | Work Phone: |
| IHSA # | Sports Assigned: | |

After the W-9 Form is verified by the IRS, School Financial Services will approve and assign an IAMS vendor number to the vendor. If for any reason the W-9 is rejected, the vendor is required to provide any missing information or correct information before a payment can be processed by schools.

Contact our Hotline at 773-553-2766 if you have any questions regarding the W-9 Form verification process.