



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: August 2, 2001

SUBJECT: IRS Revision to W-9 Form

NUMBER: 95

The purpose of this bulletin is to inform agencies that the Internal Revenue Service (IRS) has revised its W-9 Form (Rev. 12-2000). The new form includes an additional statement in Part III - Certification. The new Certification section now includes the statement - "I am a U.S. person (including a U.S. resident alien)".

The Office of the Comptroller will continue to accept W-9 forms with a revision date prior to December 2000, until August 31, 2001. After August 31, 2001, any W-9 form received that has a revision date prior to December 2000, will not be processed and will be returned to the sender.

If you have been approved to process a substitute W-9 form in the past, you must revise your current substitute W-9 form. Substitute forms must be approved by the Office of the Comptroller. Please forward these requests to the following address:

Office of the Comptroller
Vendor Unit
Attention: Karla Grigsby
325 W Adams
Springfield IL 62704

A new W-9 form is attached along with procedures for submitting W-9 forms. If you have any questions or comments, please contact Karla Grigsby at 217/557-3376. Agencies may access this and other Accounting, SAMS and Payroll Bulletins on the Comptroller's website at www.ioc.state.il.us, under Reference Library.