



Vendor Self-Certification Form

Overview

To add a vendor into Kualii, the vendor must fill out a W-9 and self-certification form, or, if an international business, the W-8 BEN form. Both are available on the BFS website under the [Accounts Payable and Travel Tab](#).

U.S./U.S. Territories Vendors

The vendor will fill out and sign the document and return it with their signed W9. This form must be attached in the notes section of Kualii. **Please note: the vendor self-certification form is required for all vendors located in the United States or US territories.** If a vendor has questions about the form or is not sure they want to fill it out, please email smallbusiness@colostate.edu for assistance. We require this form due to federal regulations. **Independent Contractors/Individual Sole Proprietors must fill out this form.**

You may use this verbiage when engaging with vendors if they are not sure they want to fill out the form:

CSU, as a research institution, is a large recipient of federal dollars, and this form ensures we comply with the relevant federal regulations. If you want more information, please contact smallbusiness@colostate.edu. We appreciate you filling out the self-certification form!

International Vendors

The vendor self-certification form is not required for international businesses, but please note the following:

- They must be an international vendor using international bank accounts.
- International **does not** mean Guam or any other U.S. territory.
- If a company is headquartered in a foreign country, but you are entering its U.S. subsidiary, a self-certification form is required.

Individuals

The vendor self-certification is not needed for people receiving reimbursement or stipends. As always, you will need to include the stipend form or the note “for reimbursement only, no services,” as per Accounts Payable instructions.

This form is also not needed for honoraria (for the complete definition, review [FPI 2-18](#)). Put “This is for an Honoraria” in the notes section so Accounts Payable knows a self-certification form is not required.