

To: All Agency Controllers and Fiscal Officers

From: Division of Accounts – Supplier Maintenance

Date: March 26, 2024

Subject: New IRS Form W-9

The IRS published a revised Form W-9 (Rev. March 2024) which can be found at www.irs.gov (enter “Form W-9” in the Search box then click on the Form W-9 PDF that appears in the results). Supplier Maintenance will immediately begin accepting this new version of the W-9.

The new version includes more detailed instructions for a sole proprietor or disregarded entity such that the owner’s name must be entered on line 1, and the business/disregarded entity’s name should be entered on line 2. A disregarded entity must check the appropriate box for the tax classification of its owner in line 3a.

Beginning September 1, 2024, Supplier Maintenance will no longer accept the prior version of the IRS Form W-9 (Rev. October 2018). Please notify those in your agency who work with suppliers of this update.