



Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-SDM-31
SUBJECT:	Expiring and Expired W8 Supplier Maintenance
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	06/28/2021
DATE OF LAST REVISION:	06/30/2023
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	W-8BEN tax forms expire 3 years from the signature date on the form. Once expired, IU should no longer purchase from the supplier until new forms are received
PROCEDURES:	<p><u>Expiring W-8BENS</u></p> <ul style="list-style-type: none"> • Supplier Data Management (SDM) runs a quarterly report to identify expiring W-8BENS. • SDM reviews the profile to ensure the document is truly expiring at the end of the year. • SDM sends out a notification to the supplier. <p><u>IU Press/IU Library classified suppliers</u></p> <ul style="list-style-type: none"> • SDM filters out suppliers classified as IU Press/IU Libraries and sends the list of those records to the department contact. • IU Press and IU Library will contact the supplier to request new tax forms. <p><u>Expired W-BENS</u></p> <ul style="list-style-type: none"> • In January of each year, SDM will run a report to identify expired W-8BENS. • SDM will do a final review of the profile to ensure new documentation has not been received. <p><u>Registered suppliers</u></p> <ul style="list-style-type: none"> • An email communication is sent via SalesForce to the email addresses on file instructing them to provide a new W-8. • Email communication examples for companies and individuals: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  For Review Action Required W-8BEN T: </div> <div style="text-align: center;">  For Review Action Required W-8BEN T: </div> </div> <p><u>Proxy or unregistered suppliers</u></p> <ul style="list-style-type: none"> • SDM searches for Open and Unmatched POs against the supplier

	<ul style="list-style-type: none"> ○ The PO initiator is informed via a comment that the supplier account will be deactivated due to outdated tax forms and an invitation is required before the profile can be used again. • The supplier record is deactivated and rejected with a note similar to “Supplier has an outdated W-8. Supplier profile has been deactivated. If needed in the future, use a supplier edit form to invite the supplier to register and provide needed tax documents.”
DEFINITIONS:	
CROSS REFERENCE:	UCO Tax website with W-8BEN resources: https://controller.iu.edu/services/suppliers/w-8ben-e-forms