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:

Expending W-8BENs
- 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.

IU Press/IU Library classified suppliers
- 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.

Expired W-BENs
- 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.

Registered suppliers
- 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:
  
  For Review Action
  Required W-8BEN Ti

Proxy or unregistered suppliers
- SDM searches for Open and Unmatched POs against the supplier
The PO initiator is informed via a comment that the supplier account will be deactivated due to outdated tax forms and an invitation is required before the profile can be used again.
- The supplier record is deactivated and rejected with a note similar to “Supplier has an outdated W-8.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.”

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<th>DEFINITIONS:</th>
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<tr>
<td>CROSS REFERENCE:</td>
<td>UCO Tax website with W-8BEN resources: <a href="https://controller.iu.edu/services/suppliers/w-8ben-e-forms">https://controller.iu.edu/services/suppliers/w-8ben-e-forms</a></td>
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