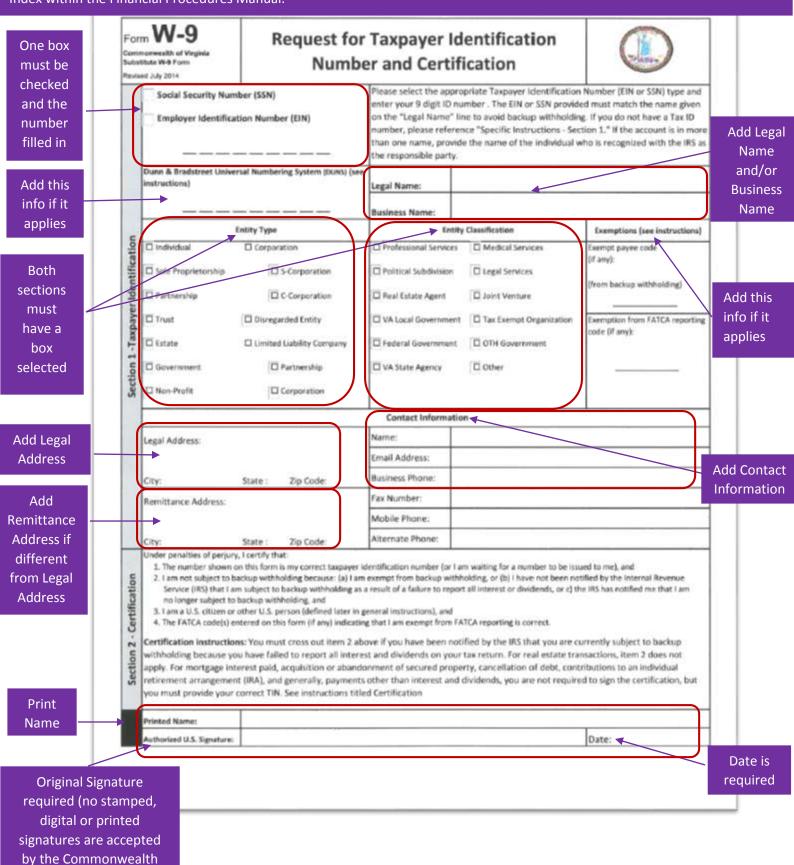
This template can be used to help identify properly completed COVA W-9's from the vendors you do business with. All areas with red boxes around them are required fields, and if they are missing please reach back out to your vendor for a properly completed COVA W-9. W-9's that come to Accounts Payable incomplete or with missing information will result in delayed payments.

**Note: This is just a template meant for guidance. The blank COVA W-9 that can be distributed to vendors is located on the Forms Index within the Financial Procedures Manual.



Vendor Group)