

COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA *Office of the Comptroller* P. O. BOX 1971

COMPTROLLER RICHMOND, VIRGINIA 23218-1971

October 24, 2018

MEMORANDUM

TO: Fiscal Officers

FROM: Commonwealth Vendor Group (CVG)

Compliance Oversight & Federal Reporting

SUBJECT: W-9 Requirement for Non-Exempt Cardinal Suppliers

The Commonwealth Vendor Group (CVG) has developed an initiative to obtain a Commonwealth of Virginia (COVA) Substitute W-9 Form for all non-exempt suppliers in Cardinal.

Attached, you will find a listing of suppliers in Cardinal that your agency has paid in the past that ***do not*** have a COVA W-9 on file. **Please contact these vendors directly, and request that they complete and submit a COVA W-9 form (attached) directly to CVG at the Department of Accounts as soon as possible:**

Commonwealth Vendor Group

P.O. Box 1971

Richmond, VA 23218-1971

[cvg@doa.virginia.gov](mailto:cvg@doa.virginia.gov)

*If you believe any of the suppliers should be considered W-9 exempt, please contact CVG via email and provide the supplier name, Cardinal ID, and the reason for exemption.*

Failure to submit a COVA W-9 form or a reason for exemption will cause the supplier record to be deactivated in Cardinal. Their record will not be re-activated until a W-9 or reason for exemption is received and processed by CVG.

**\*All non-exempt suppliers without a W-9 on file as of December 15, 2018 will be deactivated in Cardinal.\***