

July 22, 2009

Dear Vendor:

Rhode Island College has updated its Accounts Payable's Policy and Procedures and is requesting that our vendors do the following:

1. Complete the enclosed W-9 form.

We are required by law to obtain a tax identification number when making a reportable payment to you. Failure to provide this information could result in a tax withholding of up to 30%, applicable state withholding and penalties. Please complete this substitute W9 form and return via fax, e-mail, or mail.

2. Invoices must have a college purchase order number on them.

Please be advised that failure to respond to either of these requirements may cause a delay in the processing of your payments.

We also request that the mailing address for invoices be:

Rhode Island College
Accounts Payable
Building 5
600 Mt. Pleasant Avenue
Providence, RI 02908-1991

If you have any questions on payment of invoices please contact Donna Vessella, Accounts Payable Manager at 456-8196, fax 456-4659 or dvessella@ric.edu

Thank you,

Thomas Mattos
Assistant Controller
Rhode Island College