

THERE IS A NEW W-9 POLICY EFFECTIVE TODAY.

All W-9's, individual and business, that have a **social security number** listed for tax purposes, must be accompanied by the attached Teacher Retirement Compliance Form. If this form has not been completed by the vendor, they will not be added to the vendor list.

If the vendor answered **"YES"** to question 1, payment to the vendor cannot be made through School Activity or General Fund. Payment to these vendors will be paid through payroll.

This will also apply to W-9's submitted to Elizabeth Hill, Purchasing Agent/Accounts Payable, for both School Activity and General Fund.

This is a big change. If you have questions, please feel free to contact me.

Thanks,

Cindy Johnson
School Activities Supervisor
Moore Public Schools
405-735-4233

Also please be prepared taxes will be taken out of your checks from this point on..
Thanks! Connie