

To Whom It May Concern:

Attached is the W-9 for Kansas State University. Our official address with the Internal Revenue Service is: 105 Anderson Hall, Manhattan, KS 66506.

Per IRS Guidance, Kansas State University uses this address on all correspondence with the IRS. Kansas State University has over a hundred departments with separate business offices. These departments conduct business independently with a wide variety of customers and vendors.

**Depending on your business relationship with us, you may need to set up several remit to addresses to ensure your payment reaches the correct accounting personnel. Using the 105 Anderson Hall address for all invoices will delay payment processing.**

For your convenience, the proper remit to address for the department sending this form is:

Department: KSU \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Thank you for your assistance with this issue. We appreciate the opportunity to do business with you.