

PLEASE CONFIRM RECEIPT OF THIS E-MAIL

DATE: August 10, 2007

MEMO TO: Departmental Business Representatives

FROM: Jose A. Carus, Jr.
Tax Compliance Manager

SUBJECT: Lists on PIR's

Accounting Services needs your assistance to make sure that we can process PIR's containing **lists** in an effective and efficient manner.

Current Process

Currently when a PIR is sent through two things occur at Accounting Services:

1. Vendor Entry Auditor must make sure that the each recipient on the list is set up as a vendor.
2. Voucher Entry person must enter each recipient on the list and reconcile each batch.

As you can see the process on the Accounting Services side requires a lot of work. This work is greatly complicated when large lists are attached to PIR's because:

- Large lists are prone to data entry error by vendor entry and voucher entry staff.
- Large lists are prone to batch reconciliation errors by vendor entry and voucher entry staff.
- Large lists must also be entered in their entirety thus they are not entered towards the end of a keying day. Large lists that are received or that come to keying towards the end of a day are left for the next day's keying.
- Large lists must also be entered in their entirety and if the system crashes the entire list must be re-entered.

All the above bulleted problems can lead to accuracy problems and delays in the entry of transaction on the system. This as you can see would cause delays the turnaround time for payments.

What we need your assistance on to make this process more effective and efficient

- When a list is attached to a PIR or other documents please limit the number of recipients on an individual list/PIR to 20 people. If your lists are more then 20 people please submit separate PIR's.
- The content and formatting for the list should be as outlined in the Accounting Services form titled "**Multiple Payee List**" which is located at (<http://www.bussvc.wisc.edu/acct/forms.html>).

Please pass this e-mail to the people in your departments that process PIR's and especially those that regularly process PIR's with lists.

Your assistance is greatly appreciated in order to make this process more effective and efficient so that we can get payments to your recipients ASAP.

Thank you!

José A. Carus, Jr.

Tax Compliance Manager

Accounting Services

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Substitute W-9

The Internal Revenue Services (IRS) approved University of Wisconsin System Substitute W-9 is located at <http://www.busssvc.wisc.edu/purch/taxempt.doc>. This document has all the University of Wisconsin System numbers.

IRS Individual Taxpayer Identification Number (ITIN) Acceptance Agent

Appointments are required for **ALL** ITIN applications. No Walk-Ins Please.

Depending on your Visa type, you are required to bring the **originals** of the following documents to your ITIN application appointment:

<u>Visa Type</u>	<u>Documents Required</u>	<u>Visa Type</u>	<u>Documents Required</u>
B-1/B-2:	(1) Passport (2) I-94	F-1:	(1) Passport (2) I-94 (3) I-20
WB/Waiver:	(1) Passport (2) I-94W	J-1:	(1) Passport (2) I-94 (3) DS-2019

The Internal Revenue Services (IRS) only allows the UW to issue Individual Taxpayer Identification Number (ITIN) to people that we make payments to. In the past we could also accept application without payments but the IRS changed their policy back in January 2004. The reason we received for the policy change is that many people were getting ITIN's for identification purposes (bank accounts, phone setup, etc.). The ITIN's are only for tax reporting purposes so the IRS changed to say that we can only apply for an ITIN if a payment is made by us or if the person needs it for tax reporting purposes, in which case the original completed tax return must be submitted with the ITIN application. Please note that for legal reasons we are not allowed to assist you with your tax returns. Please contact the Internal Revenue Services or your tax preparer for assistance with your tax returns.

If you are not receiving a payment from the UW or don't have a completed tax return to submit we cannot apply for an ITIN for you.

Business Services Web Pages

Accounting Services: Accounting Services has new and improved web pages at <http://www.bussvc.wisc.edu> which provide a quick search feature and many "How To" pages. These pages are provided for your use as Accounting Services strives to maintain and enhance our continued commitment to quality service to our customers.

Tax Compliance: Located at www.bussvc.wisc.edu/acct/tax.html. This web page has useful information regarding tax issues and concerns that are important to you. Please review the payment flowchart when making payments to

E-Mail Confidentiality

This e-mail is intended for business purposes only. The information in this e-mail is confidential and protected. It is intended solely for the addressee(s) or authorized representatives of the addressee(s); access to or use by anyone else is unauthorized and strictly prohibited. If this message has been sent to you in error, do not review, disseminate, distribute or copy it. Please reply to the sender that you have received the message in error, and then delete it. Thank you.

Tax Advice

The University of Wisconsin does not provide personal tax advice due to legal ramifications. Taxpayers should consult the Internal Revenue Services (IRS) or their personal tax preparer to obtain tax advice.

Any tax information in this communication is not intended or written by the University of Wisconsin or its employees to be used, and cannot be used, by the recipients or any other person or entity for the purpose of avoiding penalties that may be imposed on any taxpayer.

21 N. Park Access and Parking

By Bus: Route 85 or the "South Park Circulator" has weekday service from 7 P.M. until 6 P.M. between 21 N. Park Street, the Memorial Union, and the Union South. See map of the new route at <http://www2.fpm.wisc.edu/trans/TDM/Transit/BusRoute.jpg>. Other Madison Metro routes which serve the 21 N. Park Street building (e.g., routes 5, 6, 8, 12, 47 and 53) can be found at <http://www.ci.madison.wi.us/metro/>. The parking ramp at 21 N. Park Street (UW Lot 29) will accommodate both visitor and employee parking.

Visitor Parking: Ground floor

Employee Parking: 2nd, 3rd, and 4th floors

Parking Permits: Available at the Parking and Transportation Office on the ground floor of the parking ramp.
