Substitute W-9 Instructions

- When you click the link provided, this page comes up.
- Enter your name and email address in the appropriate fields.
- Click “Begin Signing”

PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:
- Authorized Signer for Supplier

Your Name:

Your Email:

Begin Signing
• The system will send an email to the email address provided with the Access Code needed. Open the email.

• Copy and paste the Access Code provided in the “Access Code” field and click the “Validate” button.
• Hit “Continue” if the form looks grayed out.
• Begin filling in the form. Fields with red boxes are required and must be completed.
• Continue filling in the blocks until you get to the bottom.
• Click the “Sign” icon.
• A signature screen will pop up and then you can either accept the signature, or click “Change Style” to select a different signature (click to select).
• Once selected, click “Adopt and Sign”.
• The signature will be affixed to the form and then click “Finish” at the bottom of the page.
• This action will submit the form to the appropriate email at FSU and you will receive a copy of the form in your email.
• A message will pop up letting you know you are done. Click “Continue”.
• You will see on the below notice that the form has been submitted.

• Should you have any questions, please contact our Supplier Relations team at 850-644-6850 or SupplierRelations@fsu.edu