



Office of Procurement Services

Supplier Data Management

Greetings,

You are receiving this message because you are a supplier of Indiana University and your W-8BEN tax form will expire at the end of this calendar year. Please log into your supplier portal and upload a newly signed tax form as soon as possible.

[Click here to access a step-by-step guide for updating your tax form.](#) W-8BEN tax forms must be signed and dated (MM/DD/YYYY) to be valid.

You will not be eligible to work with or receive payment from IU until new tax forms have been uploaded.



If you are having issues accessing your account, please contact Jaggaer Customer Service at +1 (800) 233-1121 or via the [Jaggaer support form](#). Indiana University cannot reset your password.

For general questions or help uploading an updated tax form, contact the Supplier Data Management (SDM) team by submitting a [Support Form](#).

Thank you,
Indiana University, Office of Procurement Services

Bloomington, IN 47405