

## **Addendum: Address Utilization for W9 Form**

Dear Users of the University of Pittsburgh W9 Form,

In an effort to streamline the check distribution process and ensure that checks are directed to the appropriate destination, we kindly request that you utilize the address for the Student Organization Resource Center (SORC) in conjunction with the W9 form. please replace the central administrative/financial office address with the address provided below for any transactions involving student organizations, clubs, or related activities.

Address Details for the Student Organization Resource Center (SORC)

please make sure to provide the below information along with the W9

1. All Checks **MUST** be made out to the University of Pittsburgh with your student organizations name in the Memo Line.
2. Provide the vendor with the SORC address, this is to ensure that the check it is delivered to our office for depositing into your financial account.

SORC Office

3959 5<sup>th</sup> Avenue

833 William Pitt Union

Pittsburgh PA, 15260

By aligning the W9 form address with the SORC address, we aim to enhance the efficiency and accuracy of financial transactions related to student organizations. If you have any questions or require further assistance, please do not hesitate to reach out to [SORC2@pitt.edu](mailto:SORC2@pitt.edu).