

Supplier Maintenance Address Standards

IRS W-9 Address Standards

The IRS W-9 must contain a complete address. For example, the street name must contain the street suffix such as “Drive”, “Street”, “Lane”, etc. However, some streets do not contain a street suffix, such as “Broadway”. Use the **USPS Zip Code by Address** tool (<https://tools.usps.com/zip-code-lookup.htm?byaddress>) to confirm if a street has a suffix. When using this tool, make sure to type in the exact address that was provided on the W-9 to get an accurate result. If the supplier’s W-9 does not contain a street suffix but the **USPS Zip Code by Address** tool shows the street does contain a street suffix, request a new W-9 from the supplier with the complete address.

USPS asks for dual addresses to be eliminated from mail. The State of Tennessee is adopting this preference and will not accept dual addresses on W-9s. If you receive a W-9 with a dual address, request a new W-9 from the supplier which contains only one delivery address.

Address abbreviations do **not** have to be used on the IRS W-9

Supporting Documentation Address Standards

Supporting documentation such as an invoice to or from the supplier or a memo on company letterhead does **not** have to contain a street suffix or an abbreviated address. If the address on the supporting documentation does not contain a street suffix, use the **USPS Zip Code by Address** tool (<https://tools.usps.com/zip-code-lookup.htm?byaddress>) to confirm if a street has a suffix. When using this tool, make sure to type in the exact address that was provided on the invoice or memo to get an accurate result. If the supplier’s invoice or memo does not contain a street suffix but the **USPS Zip Code by Address** tool shows the street does contain a street suffix, confirm with the supplier the complete remittance address and attach documentation to the **Internal Supplier Registration** or attach the documentation with the **Supplier Maintenance Supplier Update Form** which supports the complete address entered.

Dual addresses will be accepted on the invoice or memo, however, only one delivery address can be entered in the **Internal Supplier Registration** or the **Supplier Maintenance Supplier Update Form**. Confirm with the supplier which delivery address they want entered and attach documentation to the **Internal Supplier Registration** or attach the documentation with the **Supplier Maintenance Supplier Update Form** which supports the delivery address entered.

Addresses entered in Internal Supplier Registration and Supplier Maintenance Supplier Update Form Fields

Addresses **entered** during the **Internal Supplier Registration** process and on the **Supplier Maintenance Supplier Update Form** must be entered in **ALL CAPS** and be a complete and standardized address according to the United States Postal Service (USPS)*. A standardized address consists of using the USPS standard abbreviations as shown in USPS Publication 28 (<https://pe.usps.com/text/pub28/welcome.htm>). Examples of USPS address standards and abbreviations can be found on the next page.

Frequently used address standardization and abbreviation guidelines are listed below:

- **USPS Publication 28 Appendix B:** Two–Letter State and Possession Abbreviations
- **USPS Publication 28 Appendix C:** Street Abbreviations
 - **C1:** Street Suffix Abbreviations
 - **C2:** Secondary Unit Designators
- **USPS Publication 28 Appendix F:** Address Standardization — County, State, Local Highways

*Entry of the +4 digits of a zip code is not required during the **Internal Supplier Registration** process and on the **Supplier Maintenance Supplier Update Form** unless the supplier provides the +4 digits on the IRS W-9 and other supporting documentation.

Address Standards and Abbreviation Examples

W-9 Street Address	Street Address Entered in Registration and Supplier Update Form	USPS Publication 28 Source
851 Allison Street	851 ALLISON ST	Appendix C > C1 Street Suffix Abbreviations
123 Church	Use USPS Zip Code by Address tool to confirm street suffix. For this example, the supplier sent a new W-9 showing the street suffix is "Street": 123 CHURCH ST	2 Postal Addressing Standards
6521 CO 33	6521 COUNTY ROAD 33	Appendix F
95 HWY 64	95 HIGHWAY 64	Appendix F
256 Princeton Drive Apartment 125 B	256 PRINCETON DR APT 125B <i>(If the street address and apartment number cannot fit on one line, the apartment number must be entered in the line above the street address)</i>	Appendix C > C2 Secondary Unit Designators and Appendix I > I2 Address Formats > I22 Apartment Buildings and Condominiums
Post Office Box 125	PO BOX 125	2 Postal Addressing Standards > 28 Post Office Box Addresses
651 Crown Drive, PO Box 3	Get a new W-9 from supplier showing only <u>one</u> complete address. New W-9 shows: PO BOX 3	2 Postal Addressing Standards > 21 General > 215 Dual Addresses <i>(State of Tennessee is eliminating the use of dual addresses)</i>