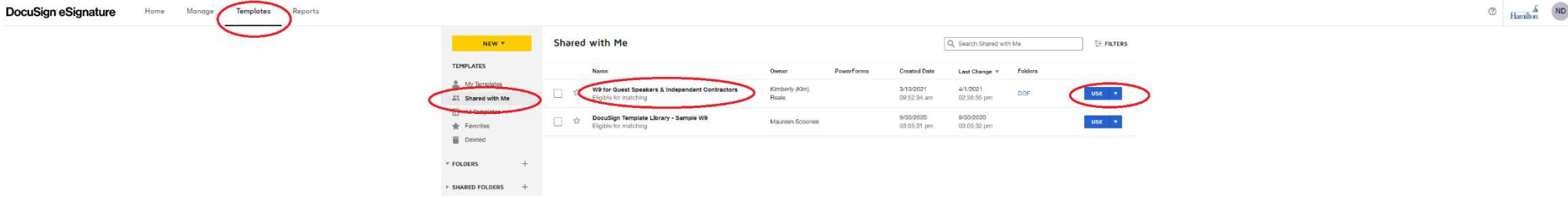
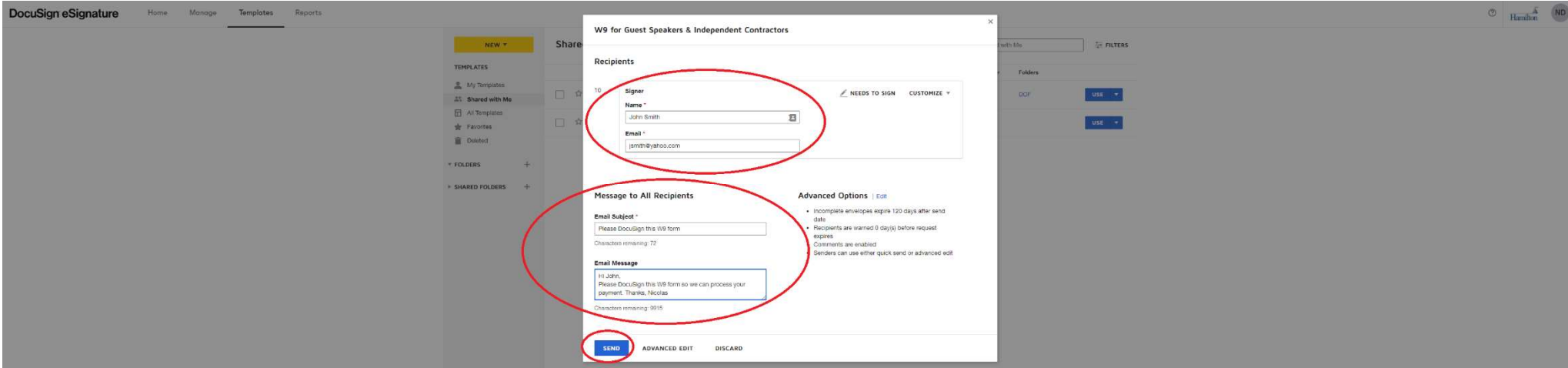


How to process a W9 form via DocuSign

1. Go to app.docusign.com and log in with your Hamilton College credentials.
2. Click on “Templates” then on “Shared with Me” and finally on the “USE” button to access the form “W9 for Guest Speakers & Independent Contractors.”



3. To send the W9 form to either a guest speaker, an independent contractor, or a company:
 - Enter the recipient’s name and email in the “Signer” section.
 - Enter a subject and message in the “Message to All Recipients” section.
 - Click the “SEND” button.



4. To retrieve a signed W9 form, click on “Manage” then on “Completed” and finally on the “DOWNLOAD” button to access the form.

