

How To submit your W9 using an online Fax Service

There are several free services that will allow limited number of submissions or charge a small fee for online faxing. You can Google “online free fax” or review this site which recently updated their list June 16, 2017: <https://www.lifewire.com/free-fax-services-2378048>

We have tested using FaxZero and will describe the process here. This will work for standard W9 form and is limited to 3 pages.

1. Go to <http://www.faxzero.com>

2. Scroll to the submission form

The screenshot shows the FaxZero submission form, which is divided into several sections:

- Sender Information:** Includes fields for Name*, Company, Email*, and Phone #*.
- Receiver Information:** Includes fields for Name*, Company, and Fax #*.
- Fax Information:** Contains a file upload section with three "Choose Files" buttons, each showing "No file chosen". Below this is a rich text editor with formatting options (B, I, U, S, list icons) and a "Paragraph" dropdown menu. A text area is provided for "Type text to appear on the cover page: (You can use just an attachment, just text, or both.)". A "Confirmation Code*" field is also present, with the example code "KWCMQ" displayed below it.
- Free Fax:** A green section on the left with a list of benefits: Free!, FaxZero branding on the cover page, Maximum 3 pages + cover, and Max 5 free faxes per day. A "Send Free Fax Now" button is at the bottom.
- Almost Free Fax:** A blue section on the right with a list of benefits: \$1.99 per fax (PayPal), Max 25 pages + optional cover, Priority delivery vs. free faxes, No FaxZero branding on the cover page, and Or, no cover page at all [?]. A "Send \$1.99 Fax Now" button is at the bottom.

3. In Sender Information section enter

- > Name: Your Name
- > Email: Your University of Berkeley Email
- > Phone #: Your University of Berkeley Phone number

4. In Receiver Information section enter

- > Name: UCB Vendor
- > Fax #: 510-664-7209

5. In Fax Information Section:

- > Click Choose Files button and attach your completed/signed W9
- > Enter Confirmation Code as listed

6. Click "Send Free Fax Now"

A confirmation link will be sent to your email account. Click on that link to complete the submission.

Please click on the URL below to send your fax to UCB Vendoring at [5106647209](https://faxzero.com/confirm/19733758/1498517203).

<https://faxzero.com/confirm/19733758/1498517203>

Your fax will not be delivered until you do so.

By clicking the URL, you agree to FaxZero.com's [terms of use](#). Do not use FaxZero to send advertisements, spam, abusive, harassing, defamatory, hateful or offensive material.

While you're waiting for your document to be faxed, check out [Free Printable Business Cards](#) that you can download, customize, and print instantly.

In a few minutes the confirmation number will be sent to your email account. That's it!

Your fax to UCB Vendoring at [5106647209](https://faxzero.com/confirm/19733758/1498517203) has been sent successfully!
Successful delivery of your fax was confirmed at 6:55 PM Eastern Daylight Time on June 26th, 2017
Your fax included 1 page of coversheet with your text and 3 pages of attached documents.

Thank you,
FaxZero.com

P.S. Check out <https://www.FreePrintable.net>: printable business cards, certificates, timesheets, calendars, coloring pages, and more.