

**Attachment B**  
**Edwardsville Campus**  
**Signature of Board Treasurer - Delegation of Authority to Sign**  
**7.27.2023**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Forms Authorized to Sign</u>	<u>Primary or Secondary Delegation</u>
Lea Tompkins	Accountant III ftompki@siue.edu	Administrative Accounting	IRS Form 1096, Annual Summary and Transmittal of U.S. Information Returns	Primary
			IRS Form 1099-MISC, 1099-NEC, 1099-K, 1099-INT and 1099-C	Primary
			IRS Form 720, Quarterly Federal Excise Tax Return	Primary
			IRS Form 8809, Application for Extension of Time to File Information Returns	Primary
			IL Form ST-1, Sales and Use Tax and 911 Surcharge Return	Primary
			IL Form RHM-1, Hotel Operators' Occupation Tax Return	Primary
			IL Form RT-2, Telecommunications Tax Return	Primary
			IL Form RT-10, Telecommunications Infrastructure Maintenance Fee (TIMF) Return Other State Sales Tax Forms as needed	Primary
Karen Straube	Manager of University Cashiering Operations kakorsm@siue.edu	Bursar	IRS Form 8300, Report of Cash Payments Over \$10,000	Primary
James Burgdorf	Bursar jburgdo@siue.edu	Bursar	IRS Form 8300, Report of Cash Payments Over \$10,000	Secondary
			IRS Form 1096, Annual Summary and Transmittal of U.S. Information Returns	Secondary
			IRS Form 1098-T, Tuition Statement IRS Form 8809, Application for Extension of Time to File Information Returns	Secondary
Liska Hromnak	Systems Procedures and Analyst III lhromna@siue.edu	Bursar	IRS Form 1096, Annual Summary and Transmittal of U.S. Information Returns & Revisions	Primary
			IRS Form 1098-T, Tuition Statement & All Form Revisions	Primary
			IRS Form 8809, Application for Extension of Time to File Information Returns	Primary
LaVontas Hairston	Assistant Director of Payroll, Benefits & HRIS lhairst@siue.edu	Human Resources	IRS Form W-3, Transmittal of Wage and Tax Statements IRS Form W-3, Transmittal of Corrected Wage and Tax Statement	Primary
			IRS Form W-3C, Transmittal of Corrected Wage and Tax Statements	Primary
			IRS Form 941, Employer's Quarterly Federal Tax Return	Primary
			IRS Form 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund	Primary
			IRS Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips	Primary
			IRS Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Secondary
			IRS Form 1042-T, Annual Summary and Transmittal of Forms 1042-S	Secondary
			IRS Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns	Secondary
			IRS Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual	Secondary
			IRS Form 13551, Application to Participate in the IRS Acceptance Agent Program	Secondary
			IRS Form W-7, Application for IRS Individual Taxpayer Identification Number	Secondary
			IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding	Secondary
			IRS Form 8809, Application for Extension of Time to File Information Returns IL Form IL-941, Withholding Income Tax Return IL Form IL-941-X, Amended Withholding Income Tax Return	Primary Primary Primary

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Anthony Martin	Human Resource Associate anmarti@siue.edu	Human Resources	IRS Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns IRS Form 941, Employer's Quarterly Federal Tax Return IRS Form 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund IRS Form W-3, Transmittal of Wage and Tax Statements IRS Form 8809, Application for Extension of Time to File Information Returns IL Form IL-941, Withholding Income Tax Return	Secondary Secondary Secondary Secondary Secondary
Summer Murphy	Benefits Manager summurp@siue.edu	Human Resources	IRS Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and 1095-C Coverage Information Returns	Primary
Denise Hunt	Payroll/Compliance Manager dhunt@siue.edu	Human Resources	IRS Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons IRS Form 1042-T, Annual Summary and Transmittal of Forms 1042-S IRS Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual IRS Form 13551, Application to Participate in the IRS Acceptance Agent Program IRS Form W-7, Application for IRS Individual Taxpayer Identification Number  IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding IRS Form 8809, Application for Extension of Time to File Information Returns	Primary Primary Primary Primary Primary Primary
Matt Brown	Director mattheb@siue.edu	Purchasing	IRS Form W-9, Request for Taxpayer Identification Number and Certification IL Form CRT-61, Certificate of Resale State Sales Tax Exemptions Requests State Requests for Taxpayer Identification Number, Certification of Tax-Exempt Status, and Withholding Exemptions	Primary Primary Primary Primary
Teresa Shipton	Procurement Officer Specialist tshipto@siue.edu	Purchasing	IRS Form W-9, Request for Taxpayer Identification Number and Certification IL Form CRT-61, Certificate of Resale State Sales Tax Exemptions Requests State Requests for Taxpayer Identification Number, Certification of Tax-Exempt Status, and Withholding Exemptions	Secondary Secondary Secondary Secondary
William A. Retzlaff	Vice Chancellor wretzla@siue.edu	Vice Chancellor for Administration	Property Tax Exemption Requests	Primary