Attachment B
Edwardsville Campus
Signature of Board Treasurer - Delegation of Authority to Sign
October 9,2024

Name	email	Title	Department	Forms Authorized to Sign	Primary or Secondary
Ken Houston	khousto@siue.edu	Accountant II	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	Primary
				Other State Sales Tax Forms as needed	Primary
Karen Straube	kakorsm@siue.edu	University Cashiering Operations Manager	Bursar	IRS Form 8300, Report of Cash Payments Over $10,000	Primary
James Burgdorf	jburgdo@siue.edu	Associate Director	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	Secondary
				IRS Form 8809, Application for Extension of Time to File Information Returns	Secondary
Liska Hromnak	lhromna@siue.edu	Procedures and Systems Analyst III	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
Denise Hunt	dhunt@siue.edu	Payroll Compliance Manager / NRA Taxes	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 8809, Application for Extension of Time to File Information Returns	Primary
				IL Form IL-941, Withholding Income Tax Return	Primary
				IL Form IL-941-X, Amended Withholding Income Tax Return	Primary
				IRS Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Primary
				IRS Form 1042-T, Annual Summary and Transmittal of Forms 1042-S	Primary
				IRS Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual	Primary
				IRS Form 13551, Application to Participate in the IRS Acceptance Agent Program	Primary
				IRS Form W-7, Application for IRS Individual Taxpayer Identification Number	Primary
				IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding	Primary

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Name	email	Title	Department	Forms Authorized to Sign	Primary or Secondary
Carl Chambers	carcham@siue.edu	Director	Human Resources	IRS Form W-3, Transmittal of Wage and Tax Statements IRS Form W-3, Transmittal of Corrected Wage and Tax Statement	Secondary
				IRS Form W-3C, Transmittal of Corrected Wage and Tax Statements	Secondary
				IRS Form 941, Employer's Quarterly Federal Tax Return	Secondary
				IRS Form 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund	Secondary
				IRS Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips	Secondary
				IRS Form 8809, Application for Extension of Time to File Information Returns	Secondary
				IL Form IL-941, Withholding Income Tax Return	Secondary
				IL Form IL-941-X, Amended Withholding Income Tax Return	Secondary
				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 1095-C 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
Ed Travis	etravis@siue.edu	Benefits Manager	Human Resources	IRS Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and 1095-C Coverage Information Returns	Primary
Matt Brown	mattheb@siue.edu	Director	Purchasing	IRS Form W-9, Request for Taxpayer Identification Number and Certification	Primary
				IL Form CRT-61, Certificate of Resale	Primary
				State Sales Tax Exemptions Requests	Primary
				State Requests for Taxpayer Identification Number, Certification of Tax-Exempt Status, and Withholding Exemptions	Primary
Teresa Shipton	tshipto@siue.edu	Procurement Officer Specialist	Purchasing	IRS Form W-9, Request for Taxpayer Identification Number and Certification	Secondary
				IL Form CRT-61, Certificate of Resale	Secondary
				State Sales Tax Exemptions Requests	Secondary
				State Requests for Taxpayer Identification Number, Certification of Tax-Exempt Status, and Withholding Exemptions	Secondary
Dr. William A. Retzlaff	wretzla@siue.edu	Vice Chancellor	Vice Chancellor for Administration	Property Tax Exemption Requests	Primary