

Instructions for Completing Substitute W-9 / Vendor Registration Form

1. Legal Name

- Individuals: Enter Last Name, First Name, MI.
- Sole Proprietorships: Enter Last Name, First Name, MI.
- LLC Single Owner: Enter owner's Last Name, First Name, MI.
- All Others: Enter Legal Name of Business

2. Trade Name

- Individuals: Leave blank.
- Sole Proprietorships: Enter Business Name.
- LLC Single Owner: Enter LLC Business Name.
- All Others: Complete only if doing business as a "DBA".

3. Remit Address

Address where payment should be mailed (provide a Remit Name here if different than the Trade Name).

4. Order Address

Address where order should be mailed. Complete only if different from remit address.

5. 1099 Address

Address where 1099 should be mailed. Complete only if different from remit address.

6. Entity Designation

Check *ONE* box which describes the type of business entity.

7. Taxpayer Identification Number

LIST ONLY ONE: Social Security Number OR Employer Identification Number OR Individual Taxpayer Identification Number. **See "What Name and Number to Give the Requester" at right.**

If you do not have a TIN, apply for one immediately. Individuals use federal form SS-05 which can be obtained from the Social Security Administration. Businesses and all other entities use federal form SS-04 which can be obtained from the Internal Revenue Service.

8. Certification

You must cross out item 2 of the certification if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you. The IRS uses the numbers for identification purposes

and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. The School District will not place orders with a vendor who does not furnish us with a signed W-9 and a TIN.

What Name and Number to Give the Requester

For this type of account::	Give name and SSN of:
1. Individual	The Individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or Single Owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole Proprietorship or Single-Owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

NOTE: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

NOTE TO FOREIGN INDIVIDUALS OR COMPANIES

Please complete parts 1 through 5 and sign the certification. If you have a U.S. TIN complete parts 6 and 7.