

THE COLLEGE OF  
**WOOSTER**

**SUBSTITUTE W-9 / NEW VENDOR FORM**

This form should be used by U.S. Persons: (1) U.S. citizens (2) U.S. resident aliens & (3) entities created or organized in the U.S. or under the laws of the U.S. PLEASE PRINT LEGIBLY.

**REQUIRED:**

Name as shown on the income tax return (Sole proprietors & disregarded single-member LLC's must enter the individual owner's name.):			
Business Name, if different from above:			
Permanent Address (for tax and general correspondence):			
Address Line 1: _____			
Address Line 2: _____			
Address Line 3: _____			
ID number for the name shown on the tax return (SSN for individual, sole proprietor, disregarded single-member LLC):			
Social Security Number: _____ - _____ - _____ or EIN (if no SSN): _____ - _____ - _____			
Tax Designation:			
<input type="checkbox"/> Corporation / LLC Electing Corporate Tax Status	<input type="checkbox"/> Partnership / Multiple-Member LLC	<input type="checkbox"/> Government	
<input type="checkbox"/> Individual / Disregarded Single-Member LLC / Sole Proprietor	<input type="checkbox"/> Exempt under IRC Sec. 501(c)_____		
Tax Residency Status (must check one):			
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> U.S. Permanent Resident	<input type="checkbox"/> U.S. Resident Alien*	<input type="checkbox"/> Nonresident Alien*
<input type="checkbox"/> Entity created or organized in the U.S. or under the laws of the U.S.	<input type="checkbox"/> Not Sure*	VISA Type* _____	

**OPTIONAL:**

Remittance Address if different from above address (campus address for students):	
Address Line 1: _____	
Address Line 2: _____	
Address Line 3: _____	
Telephone: _____	Fax: _____
E-mail: _____	

**REQUIRED:**

Certification / Signature	
Under penalties of perjury, my signature certifies that:	
(1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and	
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
(3) I am a U.S. person (including a U.S. resident alien)	
Certification instructions – You must cross out item 2 above 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. For real estate transactions, number 2 above does not apply.	
<i>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</i>	
Signature: _____	Date: _____
Printed Name: _____	Title: _____

\* Nonresident aliens and individuals unsure of their status should fill out the International Visitor/Vendor Information Form. Resident aliens who are not permanent residents should fill out both forms. Entities not created or organized in the United States or under the laws of the United States should fill out and submit the appropriate IRS Form W-8.

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