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 LLC's must enter the 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 on the tax return and first line of this form (SSN for individual and disregarded LLC owned by an individual):

Social Security Number: ___ ___ ___ - ___ ___ - ___ ___ ___ ___ or EIN (if no SSN): ___ ___ - ___ ___ ___ ___ ___ ___ ___

Tax Designation (must check one): ☐ Corporation / LLC Electing Corporate Tax Status ☐ Government
☐ Individual / Sole Proprietor ☐ Partnership / Multiple-Member LLC ☐ IRC Sec. 501(c)_____Exempt Entity
Disregarded LLC owned by: ☐ Individual ☐ Corporation ☐ Partnership ☐ IRC Sec. 501(c)____ Exempt Entity ☐ Government

Tax Residency Status (must check one):
☐ U.S. Citizen ☐ U.S. Permanent Resident ☐ U.S. Resident Alien* ☐ Nonresident Alien*
☐ Entity created or organized in the U.S. or under the laws of the U.S. ☐ 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.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

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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