Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), 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 Internal Revenue Service (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, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶ Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you should use the requester's form. However, this form must meet the acceptable specifications described in Pub. 1167, General Rules and Specifications for Substitute Tax Forms and Schedules.*

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

New Vendor [ ] CHECK
New PaymentAddress [ ] ONLY
New Business Address [ ] ONE
Deactivation [ ]

SUPPLIER/VENDOR INFORMATION FORM

Business Entity

Attorney Y/N

Supplier/Vendor Type: _____
(From Page 2)

Ownership Code: _____
(From Page 2)

1. As information appears in official records: (ALL FIELDS MUST BE COMPLETED)

Federal Taxpayer ID _____ Social Security Number _____ 1099 Y/N
see 1099 requirements

Corporate Name: _____
Suite/Room: _____
Street: _____
City: _____ State _____ Zip: _____
Telephone _____ Contact _____
Fax: _____

Individual

Attorney Y/ N

Supplier/Vendor Type: _____
(From Page 2)

Ownership Code: _____
(From Page 2)

2. In an individual rather than a business entity: (ALL FIELDS MUST BE COMPLETED)

Social Security Number _____

Individuals Name: _____
Suite/Room: _____
Street: _____
City: _____ State _____ Zip: _____
Telephone _____
Fax: _____ Contact _____

Payment Address

One Time Payment: [ ]

3. To which all payments will be sent:
Suite/Room: _____
Street: _____
City: _____ State _____ Zip: _____
Telephone _____ Contact _____

Additional Payment Address

4. New additional payment address:
Suite/Room: _____
Street: _____
City: _____ State _____ Zip: _____
Telephone _____ Contact _____

Authorization

Date Faxed __/__/__

URGENT: Court Order: [ ]

DCMR 1710 Emergency: [ ]

5. INFORMATION PROVIDED BY: JUSTIN YOUNG
Print or Type Name of Requestor

A/P SPECIALIST	442-5297	442-5306	GA0
Title	Phone	Fax	3 digit Agency Code

Agency Chief Contracting Officer (ACCO) _____ Date _____

Agency Chief Financial Officer (ACFO) _____ Date _____

FMS Form 710R (REV. 3/02)

[OVER]

VENDOR INFORMATION FORM

FAX OR DELIVER TO: DIVISION OF VENDOR ENTRIES 810 FIRST STREET, N.E. SUITE 200 WASHINGTON, DC 20002 FAX: (202) 442-8217 For Assistance, call Division of Vendor Entries at (202) 442-8269	
Vendor Type	6. (Please circle one): 1. Employee 2. Federal Agency 3. State Agency 4. Local Government 5. Vendor-business 6. Vendor-Individual 7. Other
Ownership Code	7. (Please circle one): A. State Corporation C. Professional Corporation E. State Employee F. Financial Institution G. Government Entity I. Individual Recipient L. Local Small Disadvantage Business Enterprises N. Medical Corporation O. Out of State Corporation P. Professional Association R. Foreign S. Sole Ownership T. Partnership