**REQUEST FOR VENDOR SETUP**

This form is used in conjunction with the W-9 form published by the Internal Revenue Service and must be completed and signed before awards are issued.

|  |  |  |
| --- | --- | --- |
| Last Name First Name Middle Initial | | Social Security Number |
| Business Name (if different from above) | | |
| Current Mailing Address | | |
| City, State, Zip | Telephone/Cell Phone # | |

|  |  |
| --- | --- |
| **Non-Taxable**  [ ] Corporation [ ] Non-Profit  [ ] LLC Corporation [ ] Council/Delegate  [X] Client [ ] Individual  [ ] Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **1099 Vendor (taxable)**  [ ] Sole Proprietor/Partnership  [ ] LLC Sole Proprietor or Partnership  [ ] Landlord/Daycare Provider (circle one)  [ ] Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 US resident (including a US Resident alien).

**Certification instructions: You must cross out two 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.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Penalties***

Failure to furnish TIN: If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50.00 for each failure unless your failure is due to a reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding: If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500.00 penalty.

***Criminal penalty for falsifying information***: Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/o imprisonment.

***Misuse of TIN’s***: If the requester discloses or uses TIN’s in violation of Federal Law, the requester may be subject to civil and criminal penalties.