



# IMPERIAL COMMUNITY COLLEGE DISTRICT

## SUBSTITUTE FORM W-9:

### REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

**TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.**

**Part I: Vendor Information**      Product Only      Service Only      Both      Address and/or Name Change Only

1. Legal Business Name: \_\_\_\_\_ 2. Business name/disregarded entity name, if different from Legal Business Name: \_\_\_\_\_

3. Entity Type (Check one only):  
 Individual Sole Proprietor     Partnership     Limited Liability Co.     Corporation     Not For Profit  
 Trusts/Estates     Federal, State or Local Government     Public Authority     S Corporation  
 Other \_\_\_\_\_  Exempt Payee

**Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type**

1. Enter your TIN/SSN here: (DO NOT USE DASHES) See instructions.    \_\_\_\_\_

2. Taxpayer Identification Type (check appropriate box):  
 Employer ID No. (EIN)     Social Security No. (SSN)     Individual Taxpayer ID No. (ITIN)     N/A (Non-United States Business Entity)

**Part III: Address**

**IVC Vendor ID**

1. Accounts Payable Address: Number, Street, and Apartment or Suite Number	2. Purchase Order Address: Number, Street, and Apartment or Suite Number
City, State, and Nine Digit Zip Code or Country	City, State, and Nine Digit Zip Code or Country
Email Address                          Telephone	Email Address                          Telephone

**Part IV: Vendor Primary Contact Information – Executive Authorized to Represent the Vendor**

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Part V: Certification and Exemption from Backup Withholding**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN), and
2. I am a U.S. citizen or other U.S. person, and
3. (Check one only):  
 **I am not subject to backup withholding.** I am (a) exempt from back up 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), or  
 **I am subject to backup withholding.** I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, and I have not been notified by the IRS that I am no longer subject to back withholding.

**Sign Here:**

\_\_\_\_\_  
 Signature    Title    Date

\_\_\_\_\_  
 Print Preparer's Name    Phone Number    Email Address

## Imperial Community College District Instructions for Completing Substitute Form W-9

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Imperial CCD (ICCD) must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. Imperial Community College District uses the Substitute Form W-9 to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor database and to avoid backup withholding.<sup>1</sup> We ask for the information on the Substitute Form W-9 to carry out the Internal Revenue laws of the United States. You are required to give us the information.

Any payee/vendor who wishes to do business with Imperial CCD must complete the Substitute Form W-9.

### ***Part I: Vendor Information***

1. **Legal Business Name:** For individuals, enter the name of the person who will do business with Imperial CCD as it appears on the Social Security card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names.
2. **Business name/disregarded entity name, if different from Legal Business Name:** Enter your DBA name or another name your entity is known by.
3. **Entity Type:** Check the Entity Type doing business with Imperial CCD.

### ***Part II: Taxpayer Identification Number (TIN) and Taxpayer Identification Type***

The TIN provided must match the name in the "Legal Business Name" box to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, refers to IRS W-9 instructions for additional information. For other entities, it is your employer identification number (EIN). If you do not have a number or if the account is in more than one name, refer to IRS W-9 instructions for additional information.

1. **Taxpayer Identification Number:** Enter your nine-digit Social Security Number, Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN).
2. **Taxpayer Identification Type:** Check the type of identification number provided.

### ***Part III: Address***

1. **Accounts Payable Address:** Enter the address where payments, 1099s, if applicable, and official correspondence should be mailed. This will become the default address.
2. **Purchase Order Address:** Enter the address where purchase orders should be sent. Please note that purchase orders can be sent by email as well as regular mail.

### ***Part IV: Vendor Primary Contact Information***

Please provide the contact information for an executive at your organization. This individual should be the person who makes legal and financial decisions for your organization. Name, phone number and email address are required.

### ***Part V: Certification and Exemption from Backup Withholding***

Check the appropriate box indicating your exemption status from backup withholding. Individuals and sole proprietors are not exempt from backup withholding. Corporations are exempt from backup withholding for certain types of payments. Refer to IRS Form W-9 instructions for additional information. The signature should be provided by the individual, owner, officer, legal representative, or other authorized person of the entity listed on the form. Certain exceptions to the signature requirement are listed in the IRS instructions for form W-9.

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<sup>1</sup> According to IRS Regulations, we must withhold 28% of all payments if a payee/vendor fails to provide its certified TIN. The Substitute Form W-9 certifies a payee/vendor's TIN.