

Sam Houston State University Vendor Add/Change Form
Substitute W-9 (follows IRS Regulations) Request for Taxpayer Identification Number and Certification

PLEASE PRINT

1 - NAME (as shown on your income tax return): _____

2 - BUSINESS NAME (if any): _____

3 - MAILING ADDRESS: _____

4 - CITY, STATE, ZIP CODE: _____

5 - Please mark the appropriate line for your business type:

- | | |
|--|---|
| <input type="checkbox"/> Individual Recipient | <input type="checkbox"/> State Employee |
| <input type="checkbox"/> Sole Owner | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Texas Limited Partnership | <input type="checkbox"/> Texas Corporation |
| Texas Charter/File Number _____ | Texas Charter/File Number _____ |
| <input type="checkbox"/> Professional Association | <input type="checkbox"/> Professional Corporation |
| <input type="checkbox"/> Out of State Corporation | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> State Agency/University | <input type="checkbox"/> Financial Institution |
| <input type="checkbox"/> Foreign Corporation | <input type="checkbox"/> Other _____ |

6 - Will you or your company be providing a service / labor? _____ (Yes or No)

7 - Enter your TIN (taxpayer identification number) in the appropriate space below. The TIN provided must match the name on line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities it is your employer identification number (EIN).

Social Security Number (SSN): _____

Employer Identification Number (EIN): _____

Certification: I certify that under penalties of perjury that: 1) The number shown on this form is my correct taxpayer identification number; 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; 3) I am a U.S. Citizen or other U.S. person (for Federal tax purposes you are a U.S. person if you are: An individual who is a U.S. Citizen or U.S. resident alien; A partnership, corporation, company, or association created or organized in the U.S. or under the laws of the U.S.; An estate (other than a foreign estate); or A domestic trust (as defined by the IRS Regulations section 301.7701-7).

Certification Instructions: You must cross out item 2 in the certification 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.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____
(optional)

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