



DORCHESTER SCHOOL DISTRICT TWO
102 GREEN WAVE BOULEVARD
SUMMERVILLE, SC 29483

Date: _____

SUBSTITUTE W-9 FORM

Vendor Number : _____
(Office Use Only)

Dear Vendor/Payee,

Internal Revenue Service regulations require that certain payees be provided with Annual Information Returns (form 1099-Misc) for payments made to them during the calendar year. To comply with these regulations, **Dorchester School District Two** needs the information listed below to determine if you, or your company, should be provided with a 1099-Misc form on an annual basis. Persons failing to provide their Taxpayer Identification Number (TIN) may be subject to tax withholding. Please complete this Substitute W-9 Form and return as soon as possible to the requesting school/department. It is very important that you, or your company, complete and return this form even if you, or your company, have sent the information on your TIN.

Thank you for your cooperation,
Dorchester School District Two Purchasing Department
(843) 873-2901 Office (843) 821-3904 Fax

(Please type or print)

Company/Individual Name: _____

Mailing Address:

Remit To Address:

Street Address 1

Street Address 1

Street Address 2

Street Address 2

City State Zip

City State Zip

Telephone No.: _() _____

Fax No.: _() _____

Please check one of the following:

- Corporation
- Limited Liability Company (LLC)
- Partnership
- Individual/Sole Proprietor

Minority owned business?

YES NO

South Carolina Certified Minority Vendor? YES NO

SC Certificate Number _____

EMPLOYEE IDENTIFICATION NUMBER

□ □ - □ □ □ □ □ □ □ □

or

SOCIAL SECURITY NUMBER

□ □ □ - □ □ □ □ □ □

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.

Signature _____ **Date** _____