

Complete and sign the Request for Taxpayer Identification Number (W-9)

Substitute Form W-9	Request for Taxpayer Identification Number, Certification and UBI Number	Return to Tumwater School District. Do not send to IRS.
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1. Legal Name (as shown on your income tax return)

2. Business Name, if different from Legal Name above – eg. Doing Business As (DBA) Name

3. Check ONLY ONE box below (see W-9 instructions for additional information)

<input type="checkbox"/> Individual or sole proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC filing as Corporation	<input type="checkbox"/> Non Profit Organization	<input type="checkbox"/> Local Government	<input type="checkbox"/> Tax-exempt organization
<input type="checkbox"/> LLC filing as a sole proprietor	<input type="checkbox"/> S-Corp	<input type="checkbox"/> LLC filing as Partnership	<input type="checkbox"/> Volunteer	<input type="checkbox"/> State Government	<input type="checkbox"/> Trust/Estate
<input type="checkbox"/> Partnership		<input type="checkbox"/> LLC filing as S-Corp	<input type="checkbox"/> Board /Committee Member	<input type="checkbox"/> Federal Government (including tribal)	

4. If exempt from backup withholding, check here: Exempt payee code: _____ Exemption from FATCA reporting code: _____

6. **LEGAL** Address (number, street, and apt. or suite no.)

6. **ORDER TO** Address (number, street, and apt. or suite no.) *if different from legal*

7. **LEGAL** City, state, and ZIP code

7. **ORDER TO** City, state, and ZIP code *if different from legal*

7. **LEGAL** City, state, and ZIP code

6. **REMIT TO** Address (number, street, and apt. or suite no.) *if different from legal*

7. **REMIT TO** City, state, and ZIP code *if different from legal*

Contact EMAIL	Contact Name & Phone Number
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8. Taxpayer Identification Number (TIN)

Enter your EIN OR SSN in the appropriate box to the right (do not enter both)
 For individuals, this is your social security number (SSN).
 For other entities, it is your employer identification number (EIN).

Social security number								
		-		-				

OR

Employer identification number								
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NOTE: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W9 Instructions. If the account is in more than one name, see the W9 Instructions for guidelines on whose number to enter.

SECTION 9 is REQUIRED TO BE A VENDOR OF Tumwater School District

9. Washington State Tax Registration Number (UBI)

Enter your UBI number in the appropriate box to the right or check the appropriate exception box below.

- A UBI is not required if: (MUST CHECK BOX BELOW if not submitting UBI #)**
- you have no physical address in Washington **OR**
 - you have no employees or representatives in Washington **OR**
 - you are a non-profit organization receiving majority of funding through donations **OR**
 - you have no retail sales and income lower than \$12,000

UBI								

10. Certification

Under penalty of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined in instructions); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

SIGNATURE of U.S. PERSON	Date
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