



REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION
(FOR USE BY U.S. CITIZENS, U.S. ENTITIES, OR RESIDENT ALIENS ONLY)

Under the United States Internal Revenue Code, Indiana University is required to obtain Taxpayer Identification Numbers (TIN) when making reportable payments to individuals or corporations. If this information is not provided, certain payments may be subject to a backup withholding rate of twenty-eight percent (28 %). Also, if you fail to furnish a correct TIN, the IRS can access a penalty of \$50 unless failure to comply is due to reasonable cause and not willful neglect.

Instructions: Complete all parts and return this form to the requesting IU department. This completed form is required to be filed with the University before payment can be processed. For more detailed instructions, see http://www.fms.indiana.edu/tax/forms/W9_Alternative_Instruction.pdf.

Part I - Name, Address and Tax Status

Legal Name: _____

(As reported for Federal income tax purposes and matches number listed below)

(If Tax Number Type is Social Security Number, the Legal Name MUST be the name of the Individual, NOT a Company Name)

Business or Trade Name: _____

(Should only be used if you are "doing business as" (dba) a different name than the Legal Name.)

Address: _____

City: _____ ST _____ ZIP _____ -- _____

Telephone Number: _____ Fax Number: _____

Ownership status (Please indicate X):

- Individual (SSN) Single-Member LLC (SSN/EIN) first & last name above Estate / Trust (EIN)
Sole-Proprietor (SSN or EIN) LLC (EIN) Enter the tax classification Non-Profit Organization (EIN)
C Corporation (EIN) (C=Corporation S=S corporation, P=Partnership) Governmental (US, State, Local) (EIN)
S Corporation (EIN) Partnership (EIN) Other _____

In addition to the above, please check one of the below if you perform either Health Care or Legal Services:

Health Care Services Legal Services

Tax ID number (TIN) as reported for federal income tax purposes and matches Legal Name provided above:

Form box for Social Security Number/ITIN OR Employer Tax ID Number with [only one] instruction.

Part II - Exemption

If you are exempt from Backup Withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct name and TIN in Part I and write "Exempt" on line provided here _____; sign, date and return to requester. (individuals, sole proprietors are not exempt.)

Part III - Certification

Instructions: You must cross out item 2 below if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your tax return.

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 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 U.S. Citizen or other U.S. Person (defined below).

Signature Date Title

Department Use Only Vendor # _____ Phone # _____