Payables Office

Dept. 3314 1000 E University Avenue Laramie WY 82071 307-766-5296 FAX: 307-766-6762



Procurement Services

Dept. 3605 1000 E University Avenue Laramie WY 82071 307-766-5233 FAX: 307-766-2800

Vendor Form/Substitute W-9

Instructions: If you are a U.S. citizen, resident alien or U.S. business, please provide all information as requested in the spaces provided. If you, the recipient, or the beneficiary of the payment is not a U.S. citizen, resident alien or U.S. business please provide all information as requested, but DO NOT sign the certification in Section B and contact the Tax Office at 307-766-2821 to complete the additional required tax forms. Please print or complete the fillable Vendor Form at http://www.uwyo.edu/procurement/vendor-application-form/

Section A - All Vendors Must Complete

Order Fax #: Bid Solicitation Address: Bid Fax #: City: State: Zip: State: Zip: State: Zip: State: City: State: City: State: State: State: State: State: State: State: State: State: State: State: State: State: State		General Information	'n		
Order Fax #: Bid Fax #: Bid Fax #: Remittance Address: Bid Fax #: Remittance Address: Bid Fax #: Remittance Address: City: State: Zip: State:	Company, Business or Individual	al Name:			
Bid Solicitation Address: Bid Fax #: Zip:	Order Address:		City:	State:	Zip:
Bid F-Mail Address: Remittance Address: City: State: Zip:	Order E-Mail Address:		Order Fax #:		
Remittance Address: Sales Contact: Phone #: Email	Bid Solicitation Address:		City:	State:	Zip:
Sales Connects Phone #: Email	Bid E-Mail Address:	Bid Fax #:			
Management Contact:	Remittance Address:		City:	State:	Zip:
Management Contact:	Sales Contact:				
ALL COMPANIES PRODUCING PRODUCTS BEARING THE UNIVERSITY'S MARKS MUST RECEIVE PRIOR APPROVAL THROUGH THE UNIVERSITY'S LICENSING OFFICE Section B — Substitute W-9: Request for Taxpayer Identification Number and Certification — All Vendor Must Complete. Check Federal Tax Classification Individual sole proprietor Corporation S Corporation Partnership Trust/Estate Limited Liability Company Enter the tax classification (C= Corporation, S= S Corporation, P=Partnership) Government agency or organization that is tax-exempt under RRS guidelines Foreign Individual Foreign Business Other Check as many as apply: Medical Service Provider Lawyer/Altorney Agent Required: 1099 Address, if different Taxpayer Identification Number (EIN) - or Social Security Number 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) it 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. Certification instructions. You must cross out item 2 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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TTN. The Internal Revenue Service does not require your consent to any p	Management Contact:				
Section B — Substitute W-9: Request for Taxpayer Identification Number and Certification — All Vendor Must Complete. Check Federal Tax Classification G. Corporation Partnership Trust/Estate Individual/sole proprietor G. Corporation S. Corporation, S. S. Corporation, P. Partnership Government agency or organization that is tax-exempt under IRS guidelines Foreign Individual Foreign Business Other General Tax Classification Government agency or organization that is tax-exempt under IRS guidelines Foreign Individual Foreign Business Other General Tax Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency or organization that is tax-exempt under IRS guidelines Government agency IRS guidelines Government agency IRS guidelines Government IRS guideli	Toll Free Phone Number:				
Section B — Substitute W-9: Request for Taxpayer Identification Number and Certification — All Vendor Must Complete. Check Federal Tax Classification Individual/sole proprietor Corporation S Corporation Partnership Trust/Estate Limited Liability Company Enter the tax classification (C= Corporation, S= S Corporation, P=Partnership) Government agency or organization that is tax-exempt under IRS guidelines Foreign Individual Foreign Business Other Check as many as apply: Medical Service Provider Lawyer/Attorney Agent Required: 1099 Address, if different Taxpayer Identification Number Employer Identification Number (EIN) Employer Identification Number (as a positive of the property of					
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) th 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. Certification instructions. You must cross out item 2 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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.	Government agency or organization Foreign Individual Check as many as apply: Required: 1099 Address, if different Taxpayer Identification Number	n that is tax-exempt under IRS guidelines reign Business	Agent		
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) the 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. Certification instructions. You must cross out item 2 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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.	Under penalties of perjury, I certify th	t:			
have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.	2. I am not subject to backup withhold I am subject to backup withholding as withholding, and	ing because: (a) I am exempt from backup withholding, of a result of a failure to report all interest or dividends, or (or (b) I have not been notified	d by the Internal Revo	, ,
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