**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					
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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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