FORM **W-9**
(REV. FEBRUARY 2017)

Request for Taxpayer Identification Number & Certification

(SUBSTITUTE FORM)

Give form to the requester. Do not send to the IRS

Full Legal Individual Name *(Individual, Sole Proprietor, Single Member LLC)* or Legal Company Name *(as shown on your income tax return)*

Doing Business As (DBA) Name or Disregarded Entity Name

Phone: - -

Fax: - -

Email:

Check appropriate box:

☐ Corporation ☐ Estate or Trust ☐ Government ☐ Individual ☐ LP/LLP ☐ Partnership ☐ Sole Proprietorship ☐ Tax Exempt

☐ Limited Liability Company: Enter the tax classification: C = Corporation, P = Partnership, S = S Corporation ____ *(If Corp, IRS Form 8832 required.)*

☐ Single Member LLC: Select tax classification: _____ C = Corporation (*Copy of IRS acceptance letter (Form 8832) required.)*
_____ D = Disregarded Entity (*SSN/EIN of **owner** must be given. EIN of Disregarded Entity will not be accepted.)*

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

City, State and Zip Code

Requester's name and address
Board of Trustees of Southern Illinois University
Southern Illinois University Carbondale
Procurement Services
113 Wakeland Hall MC 6813
1215 Douglas Drive
Carbondale IL 62901
Phone: 618-453-5751
Fax: 618-453-6720 or 618-453-6714

PART I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this generally is your social security number (SSN). However, for a sole proprietor or single member llc, this could be SSN and/or EIN or for a resident alien, this could be your ITIN. For other entities, it is your employer identification number (EIN). If you do not have a number, apply for one immediately. To apply for a SSN, contact your local Social Security Office (**www.socialsecurity.gov**). To apply for an EIN, apply online at **www.irs.gov/businesses** and select Employer ID Numbers under Businesses Topics. You may also call 1-800-TAX-FORM.

Note: The University screens and restricts the number of people that have access to this number and will not give this number to any other businesses or individuals.

SOCIAL SECURITY NUMBER or ITIN

			-			-				

or

EMPLOYER IDENTIFICATION NUMBER

		-							

PART II Certification

Under penalties of perjury, I certify that:

1. The number on this form is my correct taxpayer identification number, 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, and
3. I am a U.S. person (including a U.S. resident alien).

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. You are not required to sign the Certification, but you must provide your correct TIN. If you do not provide us with your correct taxpayer identification number, you may be subject to a $50 penalty imposed by the IRS. In addition, you may be subject to 28% backup withholding on reportable payments.

Signature of U.S. person ► Print Document For Signature **Date ►**

FOR COMPLETE W-9 INSTRUCTIONS VISIT THE IRS WEB PAGE AT www.irs.gov/forms-pubs

PART III Business Enterprise Program for Minorities, Females and Persons with Disabilities

In order to promote the development and use of minority or minority-owned businesses or services, Southern Illinois University, as an Illinois public university, is required to participate in the State of Illinois' Business Enterprise Program (BEP) for minorities, females, and persons with disabilities. The completion of this section will play an important role in our University's goal to obtain goods and services from qualifying individuals or businesses.

SELECT THE APPROPRIATE BOXES: ***(PLEASE DO NOT LEAVE BLANK)***

If an individual: ☐ Female ☐ Male

If a company: ☐ Female Owned (must own 51% or more) ☐ Not Applicable

Select appropriate category: ☐ African American ☐ Alaskan American ☐ Asian American ☐ Caucasian
☐ Hispanic ☐ Native American ☐ Decline To Answer

If disabled, please check: ☐ Person with Disability