

Vendor Information and Substitute W-9 Form



Purchasing, U-Building

5100 Sierra College Boulevard, Rocklin, CA 95677

916.660.7626

Section 6109 of the Internal Revenue Code requires you to give your correct Taxpayer Identification Number (TIN) to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. The IRS will use the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states and the District of Columbia to carry out their tax laws. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply. Please be advised that the IRS considers a TIN incorrect if either the name or number shown on an account does not match a name and number combination in their files or the files of the Social Security Administration (SSA).

I. General Information

Sierra College Department/employee requesting vendor information: _____
Brief description of goods or services provided by vendor: _____

II Vendor Information

Name (as shown on your income tax return): _____
Business name/disregarded entity name, if different from above: _____
Mailing Address Name: _____ Street: _____ City: _____ State: _____ Zip: _____
Contact person: _____ Title: _____
Phone # (with Area Code): _____ Fax # (with Area Code): _____
Email to receive purchase orders: _____
Collect California Sales Tax? Yes No
Identify appropriate federal tax classification:
Individual/sole proprietor Single-Member LLC C Corporation S Corporation Partnership Trust/estate
Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): _____
Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
Other (Please explain below) Exempt payee code: _____ Exempt from FATCA reporting code: _____

III. Taxpayer Identification Number

Enter your Taxpayer Identification Number (TIN) in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is generally, your social security number (SSN), for sole proprietors, you may enter your SSN or your Employer Identification Number (EIN). For other entities, it is your EIN.

Employer Identification Number (EIN): [] [] [] - [] [] [] [] [] [] [] []
OR
Social Security Number (SSN): [] [] [] - [] [] - [] [] [] []

IV. Payment/Remittance Information

Make Check Payable To: _____
Check box if Remit Address is same as above. If not, complete below.
Remit Address Name: _____ Street: _____ City: _____ State: _____ Zip: _____

V. Affirmative Action

- Minority-Owned Business
Woman-Owned Business
Small Business Concern
Disabled Veteran Enterprise
Disadvantaged Business

Terms Available

- Net 30
2% 10 / Net 45
2% 15 / Net 30
2% 10 / Net 30
Other: % /Net

VI. Certification

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 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.

- Under penalties of perjury, I certify that:
1. The number shown 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 IRS that I am subject to backup withholding as a result of failure to report all interest and 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, and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signature of U.S. person Date

Submit completed form via any of the following: email to purchasing2@sierracollege.edu, fax to 916.630.4504, US Mail or in person to above address.