

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 24% 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).

1. General Information

Sierra College department/employee requesting vendor information: \_\_\_\_\_
Brief description of goods or services provided by vendor: \_\_\_\_\_

2. Vendor Information

Name (as shown on your income tax return): \_\_\_\_\_
Business name/disregarded entity name, if different from above: \_\_\_\_\_
Mailing address: \_\_\_\_\_
City: \_\_\_\_\_ State (abbr): \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (+area code): \_\_\_\_\_
Contact person: \_\_\_\_\_ Title: \_\_\_\_\_
Email to receive purchase orders: \_\_\_\_\_ Collect California sales tax? [ ] Yes [ ] No

ENTITY TYPE - Select appropriate federal tax classification (check one of the following seven boxes):

- [ ] Individual/Sole Proprietor\* [ ] C-Corporation [ ] S-Corporation [ ] Partnership [ ] Trust/Estate
[ ] Limited liability company. Enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership): \_\_\_\_\_

NOTE: Check the "LLC" box above and in the space provided, enter the appropriate code (C, S, P) for the tax classification, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

[ ] Other: \_\_\_\_\_ Exempt payee code: \_\_\_\_\_ Exempt from FATCA reporting code: \_\_\_\_\_

3. 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): [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

4. Payment/Remittance Information

Make check payable to: \_\_\_\_\_ Phone (+area code): \_\_\_\_\_

[ ] Check box if Remit address is same as above. If not, complete below.

Remit address: \_\_\_\_\_
City: \_\_\_\_\_ State (abbr): \_\_\_\_\_ Zip: \_\_\_\_\_

5. Business Diversity Classification

- [ ] Minority-Owned Business Certificate #: \_\_\_\_\_
[ ] Woman-Owned Business Certificate #: \_\_\_\_\_
[ ] Small Business Concern Certificate #: \_\_\_\_\_
[ ] Disabled Veteran Certificate #: \_\_\_\_\_
[ ] Disadvantaged Business Certificate #: \_\_\_\_\_

\*6. State Retirement System & Employment Disclosure

Answer the following if you marked Individual/Sole Proprietor as the Entity Type in Section 2:
Are you a current Sierra College employee? [ ] Yes [ ] No
Are you a CalSTRS or CalPERS retiree? [ ] Yes [ ] No

7. 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.

Additional certification instructions can be found by referring to Form W-9 on the IRS website (https://www.irs.gov/).

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.

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature of U.S. person

Date