



CALHOUN COMMUNITY COLLEGE

Post Office Box 2216 • Decatur, Alabama 35609-2216 • Phone 256-306-2500 • www.calhoun.edu

Vendor Registration for Companies/Individuals

(*denotes required field)

*Name as registered with the IRS: _____

*DBA (Business Name if different from individual or
parent company name): _____

*Taxpayer Identification Number (Enter your 9-digit
number that corresponds to the name entered above.
For individuals, this is your social security number. For
other entities, it is the employer identification number
assigned by the IRS): _____

*The Number above is:

- Social Security Number (SSN)
 Individual Taxpayer Number (TIN)
 Federal Employer ID Number (FEIN)
* Required W-9 is attached

Type of Entity for IRS Tax Filing Purposes:

Individual Sole Proprietor Corporation LLC Partnership Government Agency

Tax Exempt Entity (list type): _____

Other Tax Exempt Entity (please specify): _____

*Are you or any of the officers/members/owner of your organization currently or previously
employed by Calhoun Community College? Yes No

*Are you or any of the officers/members/owners of your organization related to a Calhoun
Community College employee? Yes No

*For Individuals, are you a U.S. citizen? Yes No

Order From/Solicitation Address:

Purchase Order Address: _____

Street

City

State

Zip

* Phone: _____

* Fax: _____

Remit to Address: Same as above

*If different:

Street

City

State

Zip

* Phone: _____

* Fax: _____

***Vendor Classification (Select all that apply):**

Female-Owned Male-Owned Small Large Non-Disadvantaged

***Socially and Economically Disadvantaged Businesses:** To be considered disadvantaged, the company must be 51% or more owned, controlled, and operated by one or more of the following groups (Check all that apply):

Black American American Indian Asian Indian American Hispanic American

Asian Pacific American Disabled Veteran-Owned Small Business

Other socially & economically disadvantaged group, please specify _____

Dun and Bradstreet Number: _____

Type of Products/Services provided: _____

Year Established: _____

*Calhoun Dept. requesting to purchase items/service: _____

*Estimate of goods/services to be provided in one (1) year: _____

Certification:

* By checking this box, under penalties of perjury, I certify that: (1) the number shown above is my correct taxpayer identification number, and (2) I am not subject to withholding because: (a) I am exempt from backup holding, or (b) I have not been identified by the IRS that I am subject to backup withholding.

*Printed Name: _____

*Title: _____

*Authorized Signature: _____

*Date: _____

Please return completed forms via
email to: vendorapp@calhoun.edu
or fax to: 256-306-2885.

Thank you for your interest in doing business with Calhoun Community College.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

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 is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

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) 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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.