# W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

Each person or organization doing business with the Commonwealth of Virginia must provide the follow information. Please return this form in the enclosed envelope.

## ORGANIZATION ENTITY:

Please provide reportable name where applicable.

☐ Original Submission
☐ Additional Addresses (See Back of Form)
☐ Address correction

## Check Only One:

_____ Individual
_____ Partnership
_____ Estate
_____ Sole Proprietor
_____ Government
_____ Other (Please Describe) _____
_____ Corporation
_____ Trust

Social Security Number _____ and/or Employer Identification Number _____

ENTER THE FOLLOWING:

Legal Name _____
(Must match the Social Security Number, if applicable)

Trade Name _____
(Must match the Employer Identification Number, if applicable)

Payment Address _____
_____
_____

IRS 1099 Form _____

Mailing Address _____
_____

Dun's # _____

Dun's # _____

Contact Person _____ Telephone Number (_____)_____

Please respond to the following: (See back of form for definitions.)

| | | |
|---|---|---|
| Are you a United States Citizen? | Yes _____ | No _____ |
| Is your organization tax exempt? | Yes _____ | No _____ |
| Are you a Real Estate Agent? | Yes _____ | No _____ |
| Are you a Minority owned business? | Yes _____ | No _____ |
| Are you a Woman owned business? | Yes _____ | No _____ |
| Are you a Small business? | Yes _____ | No _____ |
| Are you a Faith Based Organization? | Yes _____ | No _____ (See Back) |

If you are a Minority owned business, please indicate the type of Minority.

_____ African American _____Hispanic American _____Native American
_____ Asian-Pacific American _____ Subcontinent-Asian American _____ Other Minority

Are you registered with the Dept. of Minority Business Enterprise? If yes, enter your certificate No. _____.

Government Agencies, please respond to the following:

Are you Federal _____, State _____ or Local _____? (Please check one.)
If you are considered Local, what is your FIPS code ? _____

Certification: Under penalties of perjury, I certify that:

(1) The number (s) shown on this form is my correct taxpayer identification number (s) (or I am waiting for a number to be issued to me).
(2) The organization entity and all other information provided is accurate.
(3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
(4) I am a U.S. person (including a U.S. resident alien).

(You must cross out item (3) above if you been notified by the IRS that you are currently subject to backup withholding because of under-reporting interest or dividends on your tax return.)

Signature _____ Date _____

**Additional Address**

**If you have more that one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your Dun's number for each site. If you don't have a Duns number you may obtain one by calling 1-888-814-1435**

## Definitions:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than $1,000,000 in annual gross receipts.

- **Women-owned business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a minority woman is considered as a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**

- **Minority-owned business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control," "Operate," and "Ownership" have the same meanings mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent- Asian Americans" include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

- **Faith Based Organizations: If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".**

- Department of Minority Business Enterprise: If you have not registered with the Virginia Department of Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their web site, dbme.state.va.us.