



VENDOR INFORMATION

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Bus. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remit Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ ext. \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

# Request for Taxpayer Identification Number(s) and Certification

(Substitute IRS Form W-9)

Southwestern University Accounts Payable  
P.O. Box 770 Georgetown, TX 78627-0770

All payees must complete Sections A, and C. Non-resident aliens also must complete Section B.  
**Sign, date, and return the form to the above address. This form must be received before payments may be released.**

## A. General Taxpayer Information

Legal Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OR

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Check Only One:

Individual (NOTE: Non-resident aliens must complete Section B)

Sole Proprietor

Partnership

Corporation

Government Agency

Other \_\_\_\_\_

## B. Non-resident Alien Information - If you do not have an SSN, check here

Citizen of: \_\_\_\_\_ Permanent Resident of: \_\_\_\_\_

Type of Visa: \_\_\_\_\_ Number of Days in the U.S.A.: \_\_\_\_\_

Payments to Non-resident aliens are generally subject to income tax withholding. Tax treaty exemptions may be available.

## C. 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 and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

(3) I am a U.S. Person (including a U.S. resident alien).

**Certification instructions.** You must cross out item (2) if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividend on your tax return.

Signature \_\_\_\_\_ Date \_\_\_\_\_