

UNIVERSITY OF VIRGINIA
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATION
Substitute Form W-9

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 Each person or organization doing business with the Commonwealth of Virginia must provide the following information:

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

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

Mailing Address _____

 City State Zip Code Country

Contact Person: _____ Business Phone #: _____

ORGANIZATION ENTITY AND TAX IDENTIFICATION NUMBER (TIN) - The number provided in this section will be used to report payments to the IRS, if applicable.

Organization Entity: _____ **Taxpayer Identification Number (TIN) (must complete):** _____
Check Only One: Social Security #: _____ Employer Identification #: _____

- I - Individual _____
- A - Foreign Individual * _____
 (See Below)

- E - Sole Proprietor _____ **AND** _____
- B - Partnership _____
- C - Corporation _____
- S - Sub Chapter S Corporation _____
- G - Federal or State of Virginia Governmental Entity _____
- L - Local or Other State Governmental Entity _____
- T - Trust or Estate _____
- N - Nonprofit Organization ** (See Below) _____
- F - Foreign Company _____

* **THE UNIVERSITY WILL WITHHOLD 30% TAXES FOR PAYMENT TO FOREIGN INDIVIDUALS UNLESS NOTIFIED OF ALLOWABLE EXEMPTIONS. CALL (804) 924-1377 FOR INFORMATION.**
 ** **ONLY IF** organization (association, club, religious, charitable, educational or other group) is tax exempt under IRS Code Section 501(a). Note: This includes organizations exempt under IRS Code Section 501(c) (3).

CERTIFICATION: Under Penalties of Perjury, I Certify That:
 (1) The number(s) shown on this form is (are) the correct taxpayer number(s) (or I am waiting for a number to be issued to me), AND
 (2) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result 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. (You must **CROSS OUT ITEM (2)** above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

Signature: _____ Date: _____
 Print Name of Authorized Signor: _____