

SIMMONS COLLEGE
VENDOR REGISTRATION/TIN CERTIFICATION/PAYEE REGISTRATION FORM

Accounts Payable Office
300 The Fenway, Boston, MA 02115
Phone: 617-521-2066 Fax: 617-521-2065

Dear Vendor / Individual:

Our records indicate that we do not have a current **Vendor Registration/TIN Certification or Payee Registration Form** on file for you/your company. Please complete this form and return it along with your W-9 form to 617-521-2065 or mail to the above address at your earliest convenience. Thank you for your cooperation.

SECTION I: GENERAL VENDOR/INDIVIDUAL INFORMATION

Vendor/Individual Name _____
Show name as registered with the Internal Revenue Service or Social Security Administration

Company Name – DBA* (if different from above) _____

Address _____ State _____ Zip _____

Telephone Number (____) _____ - _____ Ext. _____ Fax (____) - _____ - _____

E-mail address _____

Name of Company President _____

SECTION II: REMIT LOCATIONS

Order From:	Remit To:
_____	_____
_____	_____
_____	_____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

SECTION III: PAYMENT TERMS

College payment terms are 60 days from the date of the invoice
Please provide your discount terms if shorter payment period is requested:
 Discount of _____% - If paid within _____ days.

IV: FEDERAL TAX IDENTIFICATION NUMBER

Sole Proprietorship Partnership Corporation Other _____

Employer Identification Number (EIN) (This number is also known as Federal Employer Identification Number (FEIN) -

Or

Social Security Number (SSN)/
U.S. Taxpayer Identification Number (ITIN) - -

Federal law requires Simmons to provide Taxpayer Reporting Information (1099/1024S forms) to the Federal Government and the payee on certain types of payments. When reporting such information, please identify which address you wish Simmons to mail information to:

Order from Remit to

SECTION V: BUSINESS CLASSIFICATION - CHECK ALL THAT APPLY

Service Small Business Manufacturing Construction Disability
Black Asian-American Hispanic American Indian/Alaskan Native
Minority Owned Woman Owned Other (please specify: _____)

If Special Classification Applies, Please Supply Copy of Certificate from State or Other Accredited Agency.

SECTION VI: OTHER

Do you accept Purchasing Cards? Yes No

Will you have ACH capabilities in the next 12 months? Yes No

SECTION VII: SIMMONS COLLEGE ACCOUNT NUMBER - (IF APPLICABLE)

Under penalties of perjury, I certify that the number shown on this form is the correct Taxpayer Identification Number and the responses provided therein are true and accurate. I am not subject to backup withholding due to failure to report interest and dividend income.

SIGNATURE _____

NAME (PLEASE PRINT) _____ DATE _____

TITLE (PLEASE PRINT) _____

FOR PURCHASING & ACCOUNTS PAYABLE DEPARTMENT ONLY:

VIE # _____ CHECK ONE: MODIFY _____ ADD _____

ALIAS NAMED: _____

REQUEST DATE _____ PUR/AP INITIALS _____ DATE ENTERED _____ ENTERED BY _____

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.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ _ _ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 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.

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

Social security number
or
Employer identification number

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).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,