To Whom It May Concern:

Snead State Community College is in the process of implementing new administrative software and updating vendor files. All vendors need to submit an updated W-9 form. Please be sure to include the **telephone number**, fax number, and e-mail address for your accounts receivable department. A copy of your business card would also be helpful. Please complete the attached forms and return via mail, e-mail, or fax.

If you feel that this request was sent to you in error, please shoot me a brief email stating that you do not wish to participate at this time.

E-mail: mhenderson@snead.edu

Mail: Snead State Community College
      Business Office
      P.O. Box 734
      Boaz, AL 35957

Phone: 256.840.4130
Fax : 256.840.4197

If you have any questions, please feel free to contact me. Thank you for your prompt response.

Sincerely,

Melissa Henderson
Snead State Community College
Form W-9

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

- Individual/sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate

Exempt payee

Print or type

See Specific Instructions on page 2.

Address (number, street, and apt. or suite no.)

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 the "Name" line 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 9.

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

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 on my 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.

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.
Snead State Community College
102 Elder Street, PO Box 734
Boaz, AL 35957

256.840.4130

Instructions: Vendor must complete Sections A, B. Vendor named herein agrees to indemnify & hold Snead State Community College harmless for delays in payment due to disasters or other emergencies. Please return via fax 256.840.4197 or email to mhenderson@snead.edu or mail to PO Box 734 Boaz, AL 35957 Attn: MHENDERSON.

SECTION A – VENDOR GENERAL INFORMATION: (Select one box of each line)

- Type of Purchase
  - Corporation
  - Materials
  - Medical/Legal
  - Sole Proprietor
  - Partnership
  - Federal Agency (Staff, Faculty or Employees use form FS-02)

- Type of Vendor
  - Medical/Legal
  - State Agency
  - Non-Profit
  - Other

- Minority Owned Business:
  - African American
  - Hispanic
  - Woman Owned
  - Native American
  - Asian/Pacific Islander
  - Other

SECTION B – VENDOR DETAILS:

- Vendor Name
- Business Name (if different)
- Contact Person
- Mailing Address: (For Purchase Orders or correspondence)
  - City
  - State
  - Country
  - Zip

- Remit to Address: (if different)
  - City
  - State
  - Country
  - Zip

- Vendor Phone:
- Vendor Fax:
- Email

SECTION C – SUBSTITUTE W-9 (To be completed by U.S. Persons only)

NOTE: Non-Resident Aliens must file additional forms -Contact Texas State University Tax Specialist -(512)245-8708

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 due to failure to report interest and dividend income and (3) I am a U.S. person. Taxpayer Identification Number (Social Security Number or Federal Employer Identification): The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. Must attach copy of W-9.

- Federal Tax ID Number
- W-9 Number

Authorized Signature          Printed name          Date

SECTION D – ACCOUNTING OFFICE USE ONLY:

Created By:          Date:          1099 Reportable (Y or N)