

PRINT OR TYPE

Legal Name

DO NOT ENTER THE BUSINESS NAME OF A SOLE PROPRIETORSHIP ON THIS LINE

Trade Name

COMPLETE ONLY IF DOING BUSINESS AS (D/B/A)

Mailing Address
City, State, Zip

Remit Address-Required
City, State, Zip

Check legal entity type and enter 9 digit Taxpayer Identification Number (TIN) below
(SSN = Social Security Number FEIN (EIN) = Federal Employer Identification Number)

RETURN TO ADDRESS BELOW

ATTN: LEANNA GEIST
ACCOUNTS PAYABLE
DENVER PUBLIC SCHOOLS
900 GRANT ST
DENVER CO 80203

MAKE CORRECTIONS TO THE
MAILING ADDRESS AS
NECESSARY

**Do Not enter a SSN or FEIN that was not
assigned to the legal name entered above.**

Individual (Individual's SSN) _____ - _____
Note: If no name is circled on a Joint Account when there is more than one name, the number will be considered to be that of the first name listed.

Sole Proprietorship (Owner's SSN or Business FEIN) SSN _____ - _____
Note: Enter both the owner's SSN and business EIN (if they are required.) EIN _____ - _____

Partnership General Partnership (Partnership's EIN) _____ - _____

Other Groups of Individuals (Entity's EIN) _____ - _____
(Limited Liability Company, Joint Venture, Association, Club)

Corporation (Corp's EIN) _____ - _____

Government (or Government Operated) Entity (Entity's EIN) _____ - _____

Organization Exempt from Tax under Section 501 (a) (Org's EIN) _____ - _____

Under Penalties of perjury, I certify that:

- The number shown on this form is my correct Taxpayer Identification Number AND
- 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 that I am subject to backup withholding as a result of failure to report all interest or dividend, or (c) the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition of abandonment of secured property, contribution to an individual retirement arrangement (IRA), and payments other than interest and dividends).

CERTIFICATION INSTRUCTIONS – You must cross out item (2) above if the IRS has notified you that you are currently subject to backup withholding for underreporting interest or dividends on your tax return.

NAME (Print or type) _____ TITLE (Print or type) _____

AUTHORIZED SIGNATURE _____ DATE _____ PHONE (____) _____

Purpose of Form. A person who is required to file an information return with the IRS must get your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Substitute W-9 to give your correct TIN to the requester (the person requesting your TIN) and, when applicable, (1) to certify the TIN you are giving is correct (or you are waiting for a number to be issued), (2) to certify you are not subject to backup withholding, or (3) to claim exemption from backup withholding if you are an exempt payee. Giving your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

What is Backup Withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called “backup withholding.” Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, non-employee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. The IRS tells the requester that you furnished an incorrect TIN, or
3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only) or
5. You do not certify your TIN. See Certification Instructions for exceptions.

How to Get a TIN. If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5**, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration; or **Form SS-4**, Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

If you do not have a TIN, write “Applied For:” in the space for the TIN, sign and date the form, and give it to the requester. Generally, you will then have 60 days to get a TIN and give it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN.

Note: Writing “Applied For” on the form means that you have already applied for a TIN or that you intend to apply for one soon.

As soon as you receive your TIN, complete another substitute form W-9, include your TIN, sign and date the form, and give it to the requester.

Penalties

Failure to Furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Legal Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name, the last name shown on your social security card, and your new last name.

Sole Proprietor. You must enter your **individual** name under “Legal Name”. You may also enter your business name or “doing business as” name on the “Trade Name” line. Enter your name as shown on your social security card and business name as it was used to apply for your EIN on Form SS-4.

Check Legal Entity Type And Enter 9 Digit TIN On Appropriate Line. You must enter your TIN in the appropriate box. If you are a sole proprietor, you may enter your SSN or EIN. For two or more individuals (joint account), enter the SSN of the actual owner of the account or the first individual on the account, circle the name of the person whose name you furnish. For a Partnership, enter the partnership’s EIN. For an organization or corporation, enter the organization or corporation EIN.

Certification Instructions. For a joint account only, only the person whose TIN is shown should sign. You must give your correct TIN, but you do not have to sign the certification unless you have been notified of an incorrect TIN. This applies to payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services, payments to a non-employee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

Privacy Act Notice

Internal Revenue Code Section 6109 requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.