VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION – SUBSTITUTE FOR FORM W-9

OBS Rev. 5/05

Pursuant to Section 6109 of the Internal Revenue Code, you must furnish your Taxpayer Identification Number (TIN) to Virginia Beach City Public Schools. If this number is not provided, you may be subject to a 28percent tax on each payment. You must provide your TIN whether or not you are required to file a tax return. To avoid the 28 percent withholding and to ensure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information.

OWNER'S NAME
Note: If you are a sole proprietor the above line must be completed with your name, as shown on your SOCIAL SECURITY CARD.

LEGAL BUSINESS NAME
Note: If you are a sole proprietor your legal business name should be your "doing business as" or "trading as" name.

STREET ADDRESS	CITY	STATE	ZIP	PHONE

Business Type: *(Check one)*

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietorship/ Individual
- ☐ Tax Exempt or Non-Profit Organization
- ☐ Government Agency
- ☐ Trust or Estate

Business Activity: *(Check one)*

- ☐ Services Only
- ☐ Merchandise (goods) only
- ☐ Merchandise & Services
- ☐ Legal Services
- ☐ Medical/Health Care

Business Category: *(Check all that apply)*

- ☐ African-American Owned
- ☐ Asian-American Owned
- ☐ American Indian Owned
- ☐ Aleut Owned
- ☐ Eskimo Owned
- ☐ Hispanic Owned
- ☐ Small Business
- ☐ Woman Owned

Check if applicable:

- ☐ A Division of (Same Federal Tax ID as Parent) _____ (Parent Company)
- ☐ A Wholly-Owned Subsidiary of (Different Federal Tax ID than Parent) _____ (Parent Company)
- ☐ Non-U.S. Supplier (Primarily of Foreign Origin) _____ (Country)

CERTIFICATION: Under penalties of perjury, I certify that:

1. The legal name and number shown on this confirmation letter is my correct legal name and taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to back up 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 a failure to report all interest or dividends, or (c) the Internal Revenue Service has notified me that I am no longer subject to back up withholding.

Federal Tax Identification Number **Or** **Social Security Number**

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NOTE: If you are a sole proprietor, you may use either your SSN or FIN as your Taxpayer Identification Number. If you are a corporation, partnership, government entity, trust or estate, tax exempt or non-profit organization, you must provide a FIN as your Taxpayer Identification Number.

AUTHORIZED SIGNATURE PHONE FAX

PRINTED NAME TITLE DATE

Virginia Beach City Public Schools * Office of Business Services
P.O. Box 6038 * Virginia Beach, VA 23456 * 757/263-1033 * (fax) 757/263-1739