VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

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

OBS Rev. 10-11

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 28% tax on each payment. You must provide your TIN whether or not you are required to file a tax return. To avoid the 28% withholding and to ensure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information.

Legal Business Name: _____

(Note: If you are a sole proprietor the above line must be completed with your name, as shown on your SOCIAL SECURITY CARD)

Trade Name: _____

(Note: If you are a sole proprietor your legal business name should be your "doing business as" or "trading as" name)

Remit to Address: _____

_____

City **State** **Zip** **Country**

Contact Name: _____ **Email:** _____

NOTE: If you are a sole proprietor you may use either your SSN or EIN, 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 an EIN as your Taxpayer Identification Number.

Organization/Entity:
Check Only One:

- ☐ Sole Proprietorship/ Individual
- ☐ Corporation
- ☐ Partnership
- ☐ Sub Chapter S Corporation
- ☐ Medical/Health Care
- ☐ Limited Liability Company
- ☐ Government Agency
- ☐ Tax Exempt or Non-Profit Organization
- ☐ Trust or Estate
- ☐ Nonresident Alien **(See Below)**

Business Classification
Please check one:

- ☐ Small Business
- ☐ Women Owned Business
- ☐ American Indian Owned
- ☐ African-American Owned
- ☐ Asian-American Owned
- ☐ Eskimo Owned
- ☐ Hispanic Owned

Business Activity: *(Check one)*

- ☐ Services Only ☐ Legal Services
- ☐ Merchandise (goods) only
- ☐ Merchandise & Services

***If you are a Nonresident Alien, use the appropriate Form W-8 (see Pub.515, Withholding of Tax on Nonresident Aliens and Foreign Entities).**

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)

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

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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.

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