



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

OBS Rev.11-30-17

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

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% withholding 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.

Business Name: (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Business Name/Disregarded Entity, *if different from above*

Remit to Address:

City **State** **Zip**

Contact: 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, estate, tax exempt or non-profit organization you must provide an EIN as your Taxpayer Identification Number.

Note: Check the appropriate box in the line below for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Entity Type Check Only One:	Entity Classification/ Activity Check Only One:
Individual	Legal Services
Sole Proprietorship	Federal Government
Partnership	Medical/Health Care
Corporation	Political Subdivision
S-Corporation	Other Government
C-Corporation	Other
Limited Liability Company	
Partnership	Services Only
C=Corporation	Merchandise (goods) only
S=Corporation	Merchandise & Services
Tax-Exempt or Non-Profit Organization	
Disregarded Entity	
Estate	

Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3 of IRS form W-9):

Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside U.S.)

Federal Tax Identification Number _____ Or Social Security Number _____

CERTIFICATION: Under penalties of perjury, I certify that:

1. The legal name and number shown 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 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 and dividends, or (c) the IRS has notified me that I am no longer subject to back up withholding; and
3. I am a U.S. citizen or other U.S. person (defined in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 titled Certification on the IRS W-9 form.

AUTHORIZED SIGNATURE

PHONE

FAX

PRINTED NAME

TITLE

EMAIL

DATE

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