

Dear Vendor:

Our district has recently entered into a purchase order agreement with you for an order of goods or services. To complete our records and to guarantee timely payment for this order of goods or services, completion of the enclosed two-sided form (IRS W-9 and Ohio Vendor Reporting) is **required**. A self-addressed, postage-paid envelope is also enclosed for your convenience.

The IRS W-9 form provides information for proper reporting on the annual 1099 form for taxable compensation. If you are an individual, completing the form using your social security number, BE SURE to use the EXACT name as it is listed on your most recent social security card.

The Ohio Vendor Reporting form provides information for determining the requirement and proper reporting of an independent contractor. Pursuant to Section 3121.80 of the Ohio Revised Code, employers and government entities in the state of Ohio are obligated to report to Ohio Department of Job and Family Services all Independent Contractors as new hires.

Payment for an order of goods or services will not be released until the forms are returned and verified for completion by the accounts payable office.

If you should have any questions, please call the Southern Ohio Educational Service Center at 937-382-6921 and ask for the Accounts Payable Clerk, extension #23, or the Treasurer, extension #25 for assistance.

Sincerely,

Mary T. Camp, Accounts Payable Clerk

Enclosures

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
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 Line 1 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 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

OHIO VENDOR FORM

Pursuant to Section 3121.891 of the Ohio Revised Code, employers and government entities in the State of Ohio are obligated to report to the Ohio Department of Job and Family Services (ODJFS) all employees who reside or work in the State of Ohio. Ohio Revised Code, section 3121.89 defines an "employee" as an individual who provides services to an employer under a contract as an independent contractor and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.

In accordance with the statement above, please complete the following information, in addition to the W-9 on the reverse side (if applicable), sign and return to:

Southern Ohio Educational Service Center
Attn: Accounts Payable
3321 Airborne Road
Wilmington OH 45177

Name: _____

Business Name if different from above _____

Address (number, street, and apt. or suite no.) _____ Federal ID Number _____

City, State, and ZIP code _____

Telephone: () _____ Fax: () _____

Please answer the following questions:

- Are you an individual contractor? _____ Yes _____ No
(An individual who provides services to our company under a contract as an independent contractor)
- Are you the sole shareholder of a corporation? _____ Yes _____ No
- Are you the sole member of a limited liability company? _____ Yes _____ No

If you answered "yes" to any of the questions above, please complete the following information:

Social Security Number _____ Date of Birth _____

_____ - _____ - _____

In accordance with the new hire requirements, your Federal ID Number is not sufficient for new hire reporting. You must disclose your date of birth and social security number if you are an individual, sole shareholder of a corporation, or sole member of a limited liability company.

Certification:

Under penalties of perjury, I certify that the information provided above is correct.

Vendor Signature/Title _____ Date _____

OFFICE USE ONLY:

Contract start date: _____

Initial date reported to ODJFS _____

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