

Office of Strategic Sourcing and Procurement

Vendor Application Instructions

Thank you for your interest in doing business with the University of the District of Columbia. Please take a moment to familiarize yourself with the requirements for registering with the University.

W9: Complete the W9 per your Federal Tax Classification (found in Section #3):

Individual/Sole Proprietor or Single-Member LLC:

- Include your legal name in Section #1, and your business name (DBA) in Section #2 if applicable.
- Include your Social Security Number, OR your EIN if applicable. <u>Do not include both.</u>
- You must sign and date the W9. If signing electronically, your signature must follow current IRS guidelines. Typed signatures will not be accepted at this time.

OR

Corporation, Partnership, LLC:

- Include your company's legal name in Section #1, and your disregarded entity name (DBA) in Section #2 if applicable. Point of Contact/Vendor Representative information is included on the Vendor Application page and should not be included on the W9.
- Include your company's EIN.
- You must sign and date the W9. If signing electronically, your signature must follow current IRS guidelines. Typed signatures will not be accepted at this time.

Vendor Application Form:

- You must provide a working telephone number so that we may contact you. Provision of a fax number, an email address, and a website address is highly recommended.
- You must provide your remittance address and confirm your Taxpayer Identification Number.

Submission Instructions:

• Your application may be submitted by email, fax, standard mail, or in person. Please be sure that information is legible and correct, as information shall be entered exactly as provided on the W9 and Vendor Application. Sections #1-6 of the W9 must be fully completed by the vendor. Do not abbreviate the city name in Section #6.

Optional:

• Please consider submitting a Capability Statement to the Office of Strategic Sourcing and Procurement, so that we may become better acquainted with the goods/services you offer.



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
Print or type. See Specific Instructions on page 3.	2 Business name/disregarded entity name, if different from above		
			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership single-member LLC	Exempt payee code (if any)	
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partners)		
	Note: Check the appropriate box in the line above for the tax classification of the single-member own LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the own another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any)	
	Other (see instructions)		(Applies to accounts maintained outside the U.S.)
			nd address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Par	t I Taxpayer Identification Number (TIN)		
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avo	id Social sec	urity number
backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>] - [] - []
TIN, la	ater.	or	
	If the account is in more than one name, see the instructions for line 1. Also see What Name and	nd Employer	identification number
Number To Give the Requester for guidelines on whose number to enter.			-
Par	t II Certification		
Unde	r penalties of perjury, I certify that:		
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for a n not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or longer subject to backup withholding; and	have not been no	otified by the Internal Revenue
3. I ar	m a U.S. citizen or other U.S. person (defined below); and		
4 The	PATCA code(s) entered on this form (if any) indicating that I am exempt from EATCA reporting	is correct	

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,

Sign Here	Signature of	Date ▶					
other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.							
acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments							

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,



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Vendor Application Form

Individual / Company Name:	
Contact Person:	
Telephone Number:	
Email:	
Fax Number:	
Website:	
Payment Address:	
Tax Identification Number:	Social Security Number / Employer Identification Number
Dun and Bradstreet Number: (If Applicable)	Dun and Bradstreet Number
1. Are you a Certified Busin	ness in the District of Columbia? [] Yes [] No
If yes, please provide #	
	provide?on
3. Are you registered to do b	ousiness in the District of Columbia? [] Yes [] No of your valid business license.



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If no, please log on to DCRA.DC.gov for further information on how to register.

4.	Have you registered with the Office of Tax and Revenue (OTR)? If yes, please provide your clean hands certificate. If no, please visit mytax.dc.gov to fill out the new Business Registration form #FR-500	
5.	Do you require a 1099 to be issued? [] Yes [] No	
6.	Are you a UDC program participant and/or current student? [] Yes [] No	