



New York University - Purchasing Services - Supplier Information Form

Request for Taxpayer Identification Number and Certification

726 Broadway, 2nd floor New York, NY 10003-6687 Tel: (212) 998-1030 Fax: (212) 995-4259 www.nyu.edu/purchasing.services	Return form via FAX by _____ Attn: _____	<i>For NYU Use Only</i>
		Fame id # _____ Req # _____

ALL SUPPLIERS MUST COMPLETE THIS FORM.
PLEASE PRINT CLEARLY OR TYPE

Name (as shown on your income tax return)	
Business / Invoice Name (if different from above)	
Business Type (check appropriate box)	
<input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC - Limited Liability <input type="checkbox"/> Exempt payee	
Corporation (Enter tax class, i.e. C=corp., P = partnership.....)	
Supplier Diversity information (check all applicable boxes)	
<input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/> Disadvantaged <input type="checkbox"/> HUB Zone <input type="checkbox"/> Small Business	
Address (number, Street, apt. or suite no.)	
City, State and ZIP code	
Internet Address	Telephone Number
Email Address	Fax Number
Representative's Name	Payment Terms: <input type="checkbox"/> Net (30) days <input type="checkbox"/> Other _____
Products/Services Provided	Consultant: <input type="checkbox"/> Yes <input type="checkbox"/> No
Remit to address (if different from address above)	

Part I Taxpayer Identification Number (TIN)	Social security number
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 instructions on Department of Treasury Form W-9. 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 of the Department of Treasury Form W-9.	or
Note: If the account is in more than one name, see the guidelines on page 4 of the Department of Treasury Form W-9.	Employer identification number

Part II Certification
<i>Under penalties of perjury, I certify that:</i>
1. 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 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 IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or © the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person as defined in the Department of Treasury Form W-9. 4. That my firm is not currently debarred, suspended, or proposed for debarment by any federal entity and I agree to notify the University of any change in status.

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 dept, 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 Department of Treasury Form W-9 for complete instructions.)

Sign Here	Official Name (Print & Sign)	Date
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