



PORT OF OAKLAND

Dear Interested Supplier:

Thank you for your interest in becoming a Supplier to the Port of Oakland. Attached please find the forms required for an entity to register as a Supplier:

- Supplier Application Form
- When completing the Supplier Application Form, review the attached list of Commodity/Service Codes from the National Institute of Governmental Purchasing (NIGP); record up to ten codes that describe the types of commodities and services that your entity provides on the Supplier Application Form.
- IRS Form W-9
(Foreign entities must use an applicable IRS Form W-8 instead, available from theIRS.gov website)

Return the completed forms to the Purchasing Department, attention Michael De Leon at mdeleon@portoakland.com. If you have questions, please email or call Michael at (510) 627-1104.

Upon receipt of the completed Supplier Application Form and IRS Form W-9 (or Form W-8 for foreign entities), the Purchasing Department will enter your entity's name in the Port's Supplier database so that we can contact you for future projects. You must receive a Purchase Order (or Contract) prior to sending or providing any goods or services to the Port of Oakland; phone orders are not valid and may be subject to non-payment. The Port's Standard Purchase Order Terms and Conditions and Supplier Insurance Requirements may be reviewed at:

<https://www.portofoakland.com/business/bids-rfps/bid-engineering/purchasing/>

We encourage local/small businesses to become certified with the Port of Oakland. For information, contact the Social Responsibility Division at (510) 627-1419, or visit our website at:

<https://www.portofoakland.com/port/social-responsibility/>

We look forward to doing business with you.

Sincerely,
Port of Oakland
Purchasing Department
Phone (510) 627-1104

530 Water Street ■ P.O. Box 2064 ■ Oakland, California 94604-2064

www.portofoakland.com



Purchasing Department
 530 Water Street, Oakland, CA 94607
 (510) 627-1104 or (510) 627-1526

SUPPLIER APPLICATION FORM

Return this completed Supplier Application Form along with IRS Form W-9
 (or W-8 for Foreign Entities) to the Purchasing Department for processing.

Port use only
Supplier #:

New Application Change Application

1. Supplier Information			
Legal Name (as registered with the IRS)		Business Name/DBA Name(if different)	
Street Address (do not use a PO Box)			
City	State	Postal Code	Country
Telephone	Fax	Main Website Address	
Remit to Address (if different from above)			
City	State	Postal Code	Country
2. Contact Information			
Main Contact Person for Ordering (Name and Title)			
Telephone	Mobile	Fax	Email
Secondary Contact Person (Name and Title)			
Telephone	Mobile	Fax	Email
3. Business Profile			
Type of Organization (Check the appropriate box that classifies your company and indicate in which State your company is organized in.)			
<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Government <input type="checkbox"/> Other: _____ State Organized In: _____			
Taxpayer Identification Number (Must match IRS Form W-9 or IRS Form W-8 for Foreign Entities)			
Social Security Number _____ or Employer Identification Number _____			
Indicate how your firm is authorized to do business in the State of California (CA) (Check the appropriate box)			
<input type="checkbox"/> We are organized in California <input type="checkbox"/> We are registered with the Secretary of the State of California and our Entity Number is _____ <input type="checkbox"/> We filed a DBA in CA County _____ and our Business License # is _____ expiring _____ <input type="checkbox"/> None, we are instead registered in the State of _____ and our Business License # is _____ expiring _____			
4. NIGP Codes (Please review the attached Commodity/Service Codes and write in up to 10 codes that best suit your company.)			
Codes: _____			
5. Certification			
I declare under penalty of perjury under the laws of the State of California that the information I have provided herein is true and correct. I have also included a fully executed IRS Form W-9 or if I am a Foreign Entity, an appropriate IRS Form W-8.			
Signature		Date	
Print Name		Title	

The Port's Standard Purchase Order Terms and Conditions and Supplier Insurance Requirements may be reviewed at:
<https://www.portofoakland.com/business/bids-rfps/bid-engineering/purchasing/>. For information on becoming a certified small business with the Port of Oakland, contact the Social Responsibility Division at (510) 627-1419, or visit our website at <https://www.portofoakland.com/port/social-responsibility/>.

COMMODITIES			
NIGP CODE	DESCRIPTION		
005	ABRASIVES	180	CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL & LAUNDRY PRODUCTS)
010	ACOUSTICAL TILE, INSULATING MATERIALS, & SUPPLIES	190	CHEMICALS & SOLVENTS, COMMERCIAL (IN BULK)
015	ADDRESSING, COPYING, MIMEOGRAPH, & SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	192	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, & STRIPPERS - PREPACKAGED
019	AGRICULTURAL CROPS & GRAINS INCL. FRUITS, MELONS, NUTS, & VEGETABLES	193	CLINICAL LABORATORY REAGENTS & TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, & ACCESS (SEE CLASS 022 FOR PARTS)	195	CLOCKS, WATCHES, TIMEPIECES, JEWELRY & PRECIOUS STONES
022	AGRICULTURAL EQUIPMENT & IMPLEMENT PARTS	200	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER & WORK RELATED
025	AIR COMPRESSORS & ACCESSORIES	201	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES & BOOTS)
031	AIR CONDITIONING, HEATING, & VENTILATING EQUIPMENT, PARTS & ACCESSORIES (SEE CLASS 740 ALSO)	203	COMPUTER ACCESSORIES & SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
035	AIRCRAFT & AIRPORT EQUIPMENT, PARTS, & SUPPLIES	204	COMPUTER HARDWARE & PERIPHERALS FOR MICROCOMPUTERS
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	205	COMPUTER HARDWARE & PERIPHERALS MICROCOMPUTERS, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
040	ANIMALS, BIRDS, MARINE LIFE, & POULTRY, LIVE, (INCL. ACCESSORY ITEMS)	206	COMPUTER HARDWARE & PERIPHERALS FOR MINI & MAIN FRAME COMPUTERS
045	APPLIANCES & EQUIPMENT, HOUSEHOLD TYPE	207	COMPUTER ACCESSORIES & SUPPLIES
050	ART EQUIPMENT & SUPPLIES	208	COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCL. CLOUD-BASED (PREPROGRAMMED)
052	ART OBJECTS	209	COMPUTER SOFTWARE FOR MINI & MAINFRAME COMPUTERS (PREPROGRAMMED)
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.	210	CONCRETE & METAL PRODUCTS, CULVERTS, PILING, SEPTIC TANKS, ACCESSORIES & SUPPLIES
060	AUTOMOTIVE & TRAILER EQUIP & PARTS	220	CONTROLLING, INDICATING, MEASURING, MONITORING, & RECORDING INSTRUMENTS & SUPPLIES
065	AUTOMOTIVE & TRAILER BODIES, BODY ACCESSORIES, & PARTS	225	COOLERS, DRINKING WATER (WATER FOUNTAINS)
071	AUTOMOBILES, SCHOOL BUSES, SUVs, & VANS (INCL. DIESEL, GASOLINE, ELECTRIC, HYBRID, & ALL OTHER FUEL TYPES)	232	CRAFTS, GENERAL
072	TRUCKS (INCL. DIESEL, GAS, ELECTRIC, HYBRID, & ALTERNATIVE FUEL UNITS)	233	CRAFTS, SPECIALIZED
073	TRAILERS	240	CUTLERY, COOKWARE, DISHES, GLASSWARE, SILVERWARE, UTENSILS, & SUPPLIES
075	AUTOMOTIVE SHOP & RELATED EQUIPMENT & SUPPLIES	245	DAIRY EQUIPMENT & SUPPLIES
080	BADGES, AWARDS, EMBLEMS, NAME TAGS & PLATES, JEWELRY, ETC.	250	DATA PROCESSING CARDS & PAPER
085	BAGS, BAGGING, TIES, & EROSION SHEETING, ETC.	251	DATA PROCESSING CARDS & PAPER, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
090	BAKERY EQUIPMENT, COMMERCIAL	255	DECALS & STAMPS
095	BARBER & BEAUTY SHOP EQUIPMENT & SUPPLIES	257	DEFENSE SYSTEM & HOMEL& SECURITY EQUIPMENT, WEAPONS & ACCESSORIES
100	BARRELS, DRUMS, KEGS, & CONTAINERS	260	DENTAL EQUIPMENT & SUPPLIES
105	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)	265	DRAPERIES, CURTAINS, & UPHOLSTERY MATERIAL (INCL. AUTOMOBILE UPHOLSTERY)
110	BELTS & BELTING: AUTOMOTIVE & INDUSTRIAL	269	DRUGS & PHARMACEUTICALS
115	BIOCHEMICALS, RESEARCH	271	DRUG & FEEDING ADMINISTRATION, INFUSION, & IRRIGATION EQUIPMENT & SUPPLIES
120	BOATS, MOTORS, & MARINE EQUIPMENT	279	EIGHTEENTH (18TH) CENTURY REPRODUCTION GOODS
125	BOOKBINDING SUPPLIES	280	ELECTRICAL CABLES & WIRES (NOT ELECTRONIC)
135	BRICKS, CLAY, REFRACTORY MATERIALS, STONE, & TILE PRODUCTS	285	ELECTRICAL EQUIPMENT & SUPPLIES (EXCEPT CABLE & WIRE)
140	BROOM, BRUSH, & MOP MANUFACTURING MACHINERY & SUPPLIES	287	ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, & ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)
145	BRUSHES (SEE CLASS 485 JANITORIAL)	290	ENERGY COLLECTING EQUIPMENT & ACCESSORIES: SOLAR & WIND
150	BUILDER'S SUPPLIES	295	ELEVATORS, ESCALATORS, & MOVING WALKS (BUILDING TYPE)
155	BUILDINGS & STRUCTURES: FABRICATED & PREFABRICATED	305	ENGINEERING & ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, & SUPPLIES
160	BUTCHER SHOP & MEAT PROCESSING EQUIPMENT	306	ENGINEERING & ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, & SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
165	CAFETERIA & KITCHEN EQUIPMENT, COMMERCIAL	310	ENVELOPES, PLAIN (SEE CLASSES 525, 615, 640, 655, 665, & 966 FOR OTHER TYPES)
175	CHEMICAL LABORATORY EQUIPMENT & SUPPLIES	312	ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE & OUTSIDE)
		315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, & RELATED AGENTS
		318	FARE COLLECTION EQUIPMENT & SUPPLIES
		320	FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING & TYING EQUIPMENT & SUPPLIES)
		325	FEED, BEDDING, VITAMINS & SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS & PHARMACEUTICALS FOR ANIMALS)
		330	FENCING
		335	FERTILIZERS & SOIL CONDITIONERS
		340	FIRE PROTECTION EQUIPMENT & SUPPLIES
		345	FIRST AID & SAFETY EQUIPMENT & SUPPLIES (EXCEPT NUCLEAR & WELDING)
		350	FLAGS, FLAG POLES, BANNERS, & ACCESSORIES
		360	FLOOR COVERING, FLOOR COVERING INSTALLATION & REMOVAL EQUIPMENT, & SUPPLIES
		365	FLOOR MAINTENANCE MACHINES, PARTS, & ACCESSORIES
		370	FOOD PROCESSING & CANNING EQUIPMENT & SUPPLIES
		375	FOODS: BAKERY PRODUCTS (FRESH)
		380	FOODS: DAIRY PRODUCTS (FRESH)
		385	FOODS, FROZEN
		390	FOODS: PERISHABLE
		393	FOODS: STAPLE GROCERY & GROCER'S MISCELLANEOUS ITEMS
		395	FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, & FOLDERS FOR FORMS
		400	FOUNDRY CASTINGS, EQUIPMENT, & SUPPLIES
		405	FUEL, OIL, GREASE & LUBRICANTS
		410	FURNITURE: HEALTH CARE, HOSPITAL &/OR DOCTOR'S OFFICE
		415	FURNITURE: LABORATORY
		420	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
		425	FURNITURE: OFFICE
		430	GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, & WELDING
		435	GERMICIDES, CLEANERS, & RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
		436	GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
		440	GLASS & GLAZING SUPPLIES
		445	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
		450	HARDWARE & RELATED ITEMS

Select from this list your company's NIGP Codes and note them on Supplier Application Form (no more than 10 codes can be selected)

460	HOSE, ACCESSORIES, & SUPPLIES: INDUSTRIAL, COMMERCIAL, & GARDEN	610	OFFICE SUPPLIES: CARBON PAPER & RIBBONS, ALL TYPES	750	ROAD & HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
465	HOSPITAL & SURGICAL EQUIPMENT, INSTRUMENTS, & SUPPLIES	615	OFFICE SUPPLIES, GENERAL	755	ROAD & HIGHWAY ASPHALT & CONCRETE HANDLING & PROCESSING EQUIPMENT
470	HOSPITAL, NURSING HOME OR RESIDENTIAL SPECIALIZED EQUIPMENT FOR THE H&ICAPPED & DISABLED	616	OFFICE SUPPLIES, GENERAL, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	760	ROAD & HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
475	HOSPITAL, SURGICAL, & MEDICAL RELATED ACCESSORIES & SUNDRY ITEMS	620	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	765	ROAD & HIGHWAY EQUIPMENT (EXCEPT EQUIPMENT IN CLASSES 755 & 760)
485	JANITORIAL SUPPLIES, GENERAL LINE	625	OPTICAL EQUIPMENT, ACCESSORIES, & SUPPLIES	770	ROOFING MATERIALS & SUPPLIES
486	JANITORIAL SUPPLIES, GENERAL LINE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, & RELATED PRODUCTS	775	SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
490	LABORATORY EQUIPMENT, ACCESSORIES & SUPPLIES: GENERAL ANALYTICAL & RESEARCH FOR NUCLEAR, OPTICAL, & PHYSICAL	631	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, & RELATED PRODUCTS, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	780	SCALES & WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
493	LABORATORY EQUIPMENT, ACCESSORIES, & SUPPLIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.	635	PAINTING EQUIPMENT & ACCESSORIES	785	SCHOOL EQUIPMENT, TEACHING AIDS, & SUPPLIES
495	LABORATORY & FIELD EQUIPMENT & SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.	640	PAPER & PLASTIC PRODUCTS, DISPOSABLE	790	SEED, SOD, SOIL, & INOCULANTS
500	LAUNDRY & DRY CLEANING EQUIPMENT, ACCESSORIES & SUPPLIES, COMMERCIAL	641	PAPER & PLASTIC PRODUCTS, DISPOSABLE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	795	SEWING & TEXTILE MACHINERY & ACCESSORIES
505	LAUNDRY & DRY CLEANING COMPOUNDS, DETERGENTS, & SUPPLIES	645	PAPER, FOR OFFICE & PRINT SHOP USE	800	SHOES & BOOTS
510	LAUNDRY TEXTILES & SUPPLIES	646	PAPER, FOR OFFICE & PRINT SHOP USE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	801	SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, & RELATED SUPPLIES
515	LAWN MAINTENANCE EQUIPMENT & ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TYPES)	650	PARK, PLAYGROUND, RECREATIONAL AREA & SWIMMING POOL EQUIPMENT & SUPPLIES	803	SOUND SYSTEMS, COMPONENTS, & ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.
520	LEATHER & SHOE ACCESSORIES, EQUIPMENT, & SUPPLIES	652	PERSONAL HYGIENE & GROOMING EQUIPMENT & SUPPLIES	804	SPACECRAFTS, ACCESSORIES & COMPONENTS
525	LIBRARY & ARCHIVAL EQUIPMENT, MACHINES, & SUPPLIES	655	PHOTOGRAPHIC EQUIPMENT, FILM, & SUPPLIES (NOT GRAPHIC ARTS, MICROFILM, & X-RAY)	805	SPORTING GOODS, ATHLETIC EQUIPMENT & ATHLETIC FACILITY EQUIPMENT
530	LUGGAGE, BRIEF CASES, PURSES & RELATED ITEMS	658	PIPE, TUBING, & ACCESSORIES (NOT FITTINGS)	810	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, & PAINT)
540	LUMBER, SIDING, & RELATED PRODUCTS	659	PIPE & TUBING FITTINGS	815	STEAM & HOT WATER FITTINGS, ACCESSORIES, & SUPPLIES
545	MACHINERY & HARDWARE, INDUSTRIAL	660	PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES	820	STEAM & HOT WATER BOILERS & STEAM HEATING EQUIPMENT
550	MARKERS, PLAQUES & TRAFFIC CONTROL DEVICES	665	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, & MOLDING EQUIPMENT, ACCESSORIES, & SUPPLIES	825	STOCKMAN EQUIPMENT & SUPPLIES
553	MANUFACTURING COMPONENTS & SUPPLIES	670	PLUMBING EQUIPMENT, FIXTURES, & SUPPLIES	830	TANKS (METAL, PLASTIC, WOOD, & SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, & UNDERGROUND TYPES
555	METAL, PAPER, & PLASTIC STENCILS & STENCILING DEVICES	675	PESTICIDES & CHEMICALS: AGRICULTURAL & INDUSTRIAL	832	TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
556	MASS TRANSPORTATION - TRANSIT BUS	680	POLICE, PRISON & SECURITY ACCESS EQUIPMENT & SUPPLIES	838	TELECOMMUNICATION EQUIPMENT, ACCESSORIES & SUPPLIES
557	MASS TRANSPORTATION - TRANSIT BUS ACCESSORIES & PARTS	685	POULTRY EQUIPMENT & SUPPLIES	839	TELEPHONE EQUIPMENT, ACCESSORIES & SUPPLIES
558	MASS TRANSPORTATION - RAIL VEHICLES & SYSTEMS	690	POWER GENERATION EQUIPMENT, ACCESSORIES, & SUPPLIES	840	TELEVISION EQUIPMENT & ACCESSORIES
559	MASS TRANSPORTATION - RAIL VEHICLE PARTS & ACCESSORIES	691	POWER TRANSMISSION EQUIPMENT (ELECTRICAL, MECHANICAL, AIR & HYDRAULIC)	845	TESTING APPARATUS & INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
560	MATERIAL HANDLING, CONVEYORS, STORAGE EQUIPMENT & ACCESSORIES	700	PRINTING PLANT EQUIPMENT & SUPPLIES (EXCEPT PAPER)	850	TEXTILES, FIBERS, HOUSEHOLD LINENS, & PIECE GOODS
565	MATTRESS & PILLOW MANUFACTURING MACHINERY & SUPPLIES	710	PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.	855	THEATRICAL EQUIPMENT & SUPPLIES
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, & FABRICATED ITEMS	715	PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS (PREPARED MATERIALS ONLY)	860	TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
575	MICROFICHE & MICROFILM EQUIPMENT, ACCESSORIES, & SUPPLIES	720	PUMPING EQUIPMENT & ACCESSORIES	863	TIRES & TUBES (INCL. RECAPPED/RETREADED TIRES)
578	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)	726	RADIO COMMUNICATION EQUIPMENT, ACCESSORIES & SUPPLIES	864	TRAIN CONTROLS, ELECTRONIC
580	MUSICAL INSTRUMENTS, ACCESSORIES, & SUPPLIES	730	RADIO COMMUNICATION & TELECOMMUNICATION TESTING, MEASURING, & ANALYZING EQUIPMENT, ACCESSORIES & SUPPLIES	865	TWINE & STRING
590	NOTIONS & RELATED SEWING ACCESSORIES & SUPPLIES	735	RAGS, SHOP TOWELS, & WIPING CLOTHS	870	VENETIAN BLINDS, AWNINGS, & SHADES
593	NUCLEAR EQUIPMENT COMPONENTS, ACCESSORIES & SUPPLIES	740	REFRIGERATION EQUIPMENT & ACCESSORIES	875	VETERINARY EQUIPMENT & SUPPLIES (SEE CLASS 325 FOR VITAMINS FOR ANIMALS)
595	NURSERY (PLANTS) STOCK, EQUIPMENT, & SUPPLIES	745	ROAD & HIGHWAY BUILDING MATERIALS (ASPHALTIC)	880	VISUAL EDUCATION EQUIPMENT & SUPPLIES (EXCEPT PROJECTION LAMPS - SEE CLASS 285)
600	OFFICE MACHINES, EQUIPMENT, & ACCESSORIES			883	VOICE RESPONSE SYSTEMS
605	OFFICE MECHANICAL AIDS, SMALL MACHINES, & APPARATUSES			885	WATER & WASTEWATER TREATING CHEMICALS
				890	WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, & RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, & STEAM BOILER)
				895	WELDING EQUIPMENT & SUPPLIES
				898	X-RAY & OTHER RADIOLOGICAL EQUIPMENT & SUPPLIES (MEDICAL)

Select from this list your company's NIGP Codes and note them on Supplier Application Form (no more than 10 codes can be selected)

SERVICES			
NIGP CODE	DESCRIPTION		
905	AIRCRAFT & AIRPORT OPERATIONS SERVICES	934	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, & SPRAYING EQUIPMENT
906	ARCHITECTURAL SERVICES, PROFESSIONAL	936	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR GENERAL EQUIPMENT
907	ARCHITECTURAL & ENGINEERING SERVICES, NON-PROFESSIONAL	938	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR HOSPITAL, LABORATORY, & TESTING EQUIPMENT
908	BOOKBINDING & REPAIRING SERVICES	939	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIC, & RADIO/TELEVISION EQUIPMENT
909	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE & REPAIR SERVICES)	940	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, & RELATED SERVICES FOR RAILROADS
910	BUILDING MAINTENANCE, INSTALLATION & REPAIR SERVICES	941	EQUIPMENT MAINT, REPAIR, & RELATED SERVICES FOR POWER GENERATION & TRANSMISSION EQUIP.
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE & REPAIR SERVICES)	944	FARMING & RANCHING SERVICES, ANIMAL & CROP
913	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE & REPAIR SERVICES)	945	FISHING, HUNTING, TRAPPING, GAME PROPAGATION, & RELATED SERVICES
914	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)	946	FINANCIAL SERVICES
915	COMMUNICATIONS & MEDIA RELATED SERVICES	947	FORESTRY SERVICES
918	CONSULTING SERVICES	948	HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
920	DATA PROCESSING, COMPUTER, PROGRAMMING, & SOFTWARE SERVICES	952	HUMAN SERVICES
924	EDUCATIONAL/TRAINING SERVICES	953	INSURANCE & INSURANCE SERVICES, (ALL TYPES)
925	ENGINEERING SERVICES, PROFESSIONAL	954	LAUNDRY & DRY CLEANING SERVICES
926	ENVIRONMENTAL & ECOLOGICAL SERVICES	956	LIBRARY & SUBSCRIPTION SERVICES (INCLUDES RESEARCH SERVICES, INTERNET & PERIODICAL SUBSCRIPTIONS)
928	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES & OTHER VEHICLES	958	MANAGEMENT SERVICES
929	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL H&LING, & ROAD & HIGHWAY EQUIPMENT	959	MARINE CONSTRUCTION & RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE & REPAIR
931	EQUIPMENT MAINTENANCE & REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, & SEWING EQUIPMENT	961	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
		962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
		963	NON-BIDDABLE MISCELLANEOUS ITEMS
		965	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, & PREPARATION OF MATS, NEGATIVES & PLATES
		966	PRINTING & TYPESETTING SERVICES
		967	PRODUCTION & MANUFACTURING SERVICES
		968	PUBLIC WORKS & RELATED SERVICES
		971	REAL PROPERTY RENTAL OR LEASE
		975	RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, & HEAVY EQUIPMENT
		977	RENTAL OR LEASE SERVICES OF APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, & WINDOW & FLOOR COVERINGS
		979	RENTAL OR LEASE SERVICES OF ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, & TESTING EQUIPMENT
		981	RENTAL OR LEASE OF GENERAL EQUIPMENT (HVAC, ATHLETIC, FIRE & POLICE PROTECTION, ETC.)
		983	RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY & TEXTILE EQUIPMENT
		984	RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, & WORD PROCESSING EQUIPMENT
		985	RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
		988	ROADSIDE, GROUNDS, RECREATIONAL & PARK AREA SERVICES
		989	SAMPLING & SAMPLE PREPARATION SERVICES (FOR TESTING)
		990	SECURITY, FIRE, SAFETY, & EMERGENCY SERVICES (INCLUDING DISASTER DOCUMENT RECOVERY)
		992	TESTING & CALIBRATION SERVICES
		998	SALE OF SURPLUS & OBSOLETE ITEMS

Select from this list your company's NIGP Codes and note them on Supplier Application Form (no more than 10 codes can be selected)

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally 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.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

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 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
3. I am a U.S. citizen or other U.S. person (defined below); 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 on page 3.

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.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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 taxpayer 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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.