

**Request for Taxpayer Identification Number & Certification**

(SUBSTITUTE FORM)

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

Full Legal Individual Name (if individual or sole proprietor) or Company Name (as shown on your income tax return)

Doing Business As (DBA) Name Phone:

Check appropriate box: Fax:

- Corporation  
  Estate or Trust  
  Government  
  Individual  
  Partnership  
  Sole Proprietor  
  Tax Exempt  
  Exempt from backup withholding  
 Limited Liability Company (Enter the tax classification. D=Disregarded Entity, C=Corporation, P=Partnership) \_\_\_\_\_

Address (number, street and apt or suite no.) Requester's name and address

City, State and Zip Code 
**Board of Trustees of Southern Illinois University**  
**Southern Illinois University Carbondale**  
 Purchasing Dept - 108 Miles Hall 2<sup>nd</sup> Floor MC 6813  
 1255 Douglas Drive  
 Carbondale IL 62901  
 Phone: 618-453-5179 or 618-453-5517  
 Fax: 618-453-6720 or 618-453-6714

**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 generally is your social security number (SSN). However, for a sole proprietor, this could be SSN and/or EIN or for a resident alien, this could be your ITIN. For other entities, it is your employer identification number (EIN). If you do not have a number, apply for one immediately. To apply for a SSN, contact your local Social Security Office ([www.socialsecurity.gov](http://www.socialsecurity.gov)). To apply for an EIN, apply online at [www.irs.gov/businesses](http://www.irs.gov/businesses) and select Employer ID Numbers under Businesses Topics. You may also call 1-800-TAX-FORM.

SOCIAL SECURITY NUMBER or ITIN

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or

EMPLOYER IDENTIFICATION NUMBER

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**PART II** Certification

Under penalties of perjury, I certify that:

1. The number on this form is my correct taxpayer identification number, 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. person (including a U.S. resident alien).

**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. You are not required to sign the Certification, but you must provide your correct TIN. If you do not provide us with your correct taxpayer identification number, you may be subject to a \$50 penalty imposed by the IRS. In addition, you may be subject to 28% backup withholding on reportable payments.

Signature of U.S. person ►	Date ►
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FOR COMPLETE W-9 INSTRUCTIONS VISIT THE IRS WEB PAGE AT [www.irs.gov/formspubs](http://www.irs.gov/formspubs)

**PART III** Business Enterprise Program for Minorities, Females and Persons with Disabilities

In order to promote the development and use of minority or minority-owned businesses or services, Southern Illinois University, as an Illinois public university, is required to participate in the State of Illinois' Business Enterprise Program (BEP) for minorities, females, and persons with disabilities. The completion of this section will play an important role in our University's goal to obtain goods and services from qualifying individuals or businesses.

PLEASE SELECT THE APPROPRIATE BOXES:

If an individual:  Female    Male

If a company:  Female Owned (must own 51% or more)    Not Applicable

Select appropriate category:  
 African American  
 Alaskan American  
 Asian American  
 Caucasian  
 Hispanic  
 Native American  
 Decline To Answer

If disabled, please check:  Person with Disability