

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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) ▶	<b>4</b> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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.

<b>Social security number</b>										
<b>or</b>										
<b>Employer identification number</b>										

**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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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Complete the highlighted fields - enter your name, address, SSN, sign and date.  
 The completed W-9 should not be emailed since it contains private information.  
 Please fax to 1-701-323-4042 or mail to the address below:

Accounting Department  
 806 N Washington St  
 Bismarck ND 58501



806 N Washington Street  
Bismarck, ND 58501  
701.323.4000  
701.323.4001 (Fax)  
www.bismarckschools.org

January 21, 2016

RE: IRS Form – W9

IRS regulations require that we issue 1099 forms to certain companies and individuals. In order to accurately prepare these forms, the IRS requires that we obtain and maintain form W-9 for all of our vendors.

Enclosed is Form W-9, Request for Taxpayer Identification Number and Certification. Annually, we are required to file an information return with the IRS disclosing all reportable payments made to each of our vendors during the year. The information return must disclose the vendor's taxpayer identification number. Please print your information on the form and also indicate the type of organization in which your business is conducted by checking the appropriate box in Part II of the form. This will enable us to determine whether we are required to complete an information return with regard to the payments we have made to you during the year.

Failure to complete Form W-9 carries a penalty of \$50. In addition, if we are unable to otherwise determine whether you are subject to information reporting, we will be required to withhold 28% of our future remittances and pay this to the IRS on your behalf. Therefore, we encourage you to complete and return Form W-9 as soon as possible.

Enter your name, address, SSN/EIN, sign and date. The completed W-9 should not be emailed since it contains private information. Please fax to 701-323-4042 or mail to the address below:

Accounting Department  
806 N Washington St  
Bismarck ND 58501

Thank you for your help in meeting the IRS requirements.

Sincerely,

*Tammy Becker*

Tammy Becker  
Accounting Director  
Bismarck Public Schools