

Emerson College Substitute W-9 and Vendor Information Form

Please complete Parts I, II, and III. Part IV is optional but of interest to Emerson

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions on Part I and II

Print or type.
See Specific Instructions on page 3.

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 of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; font-size: small;"> Individual/Sole-Proprietor or Single-Member LLC C-Corporation S-Corporation Partnership Trust/Estate </div> <p>Limited Liability Company. Enter the tax classification (C= C-Corporation, S= S-Corporation, P= Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ►</p>	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.) See instructions.	Requester's name and address (optional) Emerson College Procurement Services 120 Boylston Street, Boston MA 02116
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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN, later*.

Social Security Number (XXX-XX-XXXX)
or
Employer Identification Number (XX-XXXXXXX)

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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.

Sign Here	Signature of U.S. person ►	Date ►
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Part III Emerson Required Supplier Information

Order From Address (if different than above): _____

Pay To Address (if different than above): _____

Order From Contact: Name: _____ Email Address: _____ Phone: _____

Pay To Contact (if different) Name: _____ Email Address: _____ Phone: _____

DUNS # (if known): _____ Primary Business Classification: _____
(ex. Advertising, Consulting, IT, etc.)

Part IV Optional Information

BUSINESS TYPE: Large (over 500 employees) Small (under 500 employees) Not-for-Profit Individual

CLASSIFICATION: Minority-Owned Woman-Owned Veteran-Owned
 Check all that apply Disadvantaged-Owned Disabled-Owned Historically Underutilized Business
 LGBTQ-Owned Labor Surplus Area LatinX-Owned
 Native-Owned Other _____

If your business is certified in any of the above classifications, please check here _____ and attach your certification(s)