

Substitute Form W-9	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do NOT send to the IRS.
Part I Taxpayer Information		
IRS Reporting Name (must match IRS records – this name must match the Taxpayer Identification Number below)		Exemptions:
Business Name, if different from above. (Doing Business As)		Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Check one: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien or Permanent Resident <input type="checkbox"/> Non-Resident Alien/Foreign Entity If Resident Alien/Permanent Resident or Non-Resident Alien/Foreign Entity: Country of citizenship _____ Country of Origin _____		
Check appropriate box(es): <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Not for Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> Individual/Sole Proprietor or Single Member LLC		
<input type="checkbox"/> LLC If LLC, choose tax classification (required): <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole Proprietor		
Type of Business: <input type="checkbox"/> Small Business <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Minority Owned <input type="checkbox"/> Women Owned Choose as many as apply: <input type="checkbox"/> Government Entity <input type="checkbox"/> Educational Institution <input type="checkbox"/> LGBT Owned <input type="checkbox"/> Professional Organization <input type="checkbox"/> Veteran Owned <input type="checkbox"/> Other – please explain _____		
Address (Number, street, and apt or suite number)		Area code and phone number
City, State, and Zip Code		Fax number
Email address		Web address
Part II Taxpayer Identification Number (TIN)		
Enter your TIN in the box provided. For individuals, this is your Social Security number (SSN). However, for a resident alien see page 2 of the IRS 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 2 of the IRS form W-9. IRS form W-9: http://www.irs.gov/pub/irs-pdf/fw9.pdf		Taxpayer Identification Number
Part III Taxpayer Information		
Is your company listed as debarred, or on the Government Excluded Parties List System? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate if an Elon University employee is any of the following in your company: <input type="checkbox"/> Stockholder <input type="checkbox"/> Director <input type="checkbox"/> LLC Member <input type="checkbox"/> Partner <input type="checkbox"/> Employee <input type="checkbox"/> Joint Venture <input type="checkbox"/> Alumnus/Alumna or Friend _____		
Delivery of Purchase order will be emailed unless otherwise noted: <input type="checkbox"/> Email Address: <input type="checkbox"/> Other:		
Does your company have documented Diversity, Equity & Inclusion (DEI) policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dun & Bradstreet No:
Order Address that appears on your Purchase Order:	Remit to Address that appears on your invoice:	Requester's name and address: Elon University Accounting Department P.O. Box 398 Elon, NC 27244
Nondiscrimination Policy: The University seeks to provide an educational community and workplace free of harassment and prohibited discrimination. To that end, it has adopted the following nondiscrimination statement: “Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran’s status (collectively, “Protected Categories”) in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.” Consistent with our nondiscrimination statement, the University does not tolerate discrimination or harassment of employees, students or other individuals associated with the University including, but not limited to, vendors, contractors, and guests on the basis of any of these Protected Categories.		
Part IV 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). 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. Certification Instructions. – You must cross out item 2 if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest of dividends on your tax return. For real estate transaction, 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 or dividends, you are not required to sign the Certification but you must provide the correct TIN.		
Sign Here	Signature _____ Print Name _____	Date _____
Any questions regarding this form, please email: purchasing@elon.edu		REVISED 01/09/2024