

Gonzaga Use Only	
GU VENDOR NAME:	_____
GU VENDOR #:	_____



**SUBSTITUTE W-9
REQUEST FOR FEDERAL TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

PLEASE TYPE OR PRINT IN INK	**Name _____
	**As it appears on Income Tax Return _____
	Business Name: (if different from above) _____
	Street Address: _____
	City, State, Zip: _____
	Contact Phone# _____

INSTRUCTIONS: See pages (3) and (4)

PART I TAX STATUS (Complete the category which applies to you)

You are performing services as:

_____ **Individual/Sole Proprietor** (Form 1099 reportable)
 Social security number: _____ - _____ - _____
 Name as listed on your social security card: _____

_____ **LLC (Limited Liability Company)** (Form 1099 reportable)
 Owner's Name: _____
 LLC's Name: _____
 Owner's Taxpayer Identification Number _____

_____ **Partnership** (Form 1099 reportable)
 Employer Identification Number _____ - _____ - _____
 Partnership's legal name as listed on your IRS EIN certificate: _____

_____ **Corporation:** providing medical and health care or bills & collects payments for such services (Form 1099 reportable)

_____ **Corporation:** providing legal services (Form 1099 reportable)

_____ **Corporation:** providing services other than the ones listed immediately above. (Not Form 1099 reportable)
 Employer Identification Number _____
 Corporation's legal name as listed on your IRS EIN certificate: _____

_____ **Other** please describe: _____
 Employer Identification Number: _____
 Entity's legal name as listed on your IRS EIN certificate: _____

 _____ Form 1099 Reportable
 _____ Not Form 1099 Reportable

Gonzaga employee and /or department contact?

PART II EXEMPTION

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. 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. 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.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature

Date

Print Full Name and Title

Phone Number

Please return the completed forms to:

Accounts Payable
Gonzaga University
P.O. Box 3464
Spokane, WA 99220-3464

Or fax the signed form to: (509)313-6800

If you have any questions or concerns, please call:

Individuals (509)313-6802

Vendors (509)313-6807

Thank you for your cooperation.