

<b>Requested By:</b>
<b>Date:</b>

**OAKLAND UNIVERSITY**  
**SUBSTITUTE W-9/VENDOR MAINTENANCE FORM**

G _____
<b>Banner Vendor ID#</b>

This form should be used by U.S. Persons: (1) U.S. citizens (2) U.S. resident aliens & (3) entities created or organized in the U.S. or under the laws of the U.S. **PLEASE PRINT LEGIBLY. FOREIGN PAYEEES MUST COMPLETE IRS FORM W-8BEN INSTEAD OF THIS FORM.**

**REQUIRED:**

Name (as shown on the income tax return):	
Business Name, if different from above:	
Permanent Address (for tax and general correspondence):	
Address Line 1:	_____
Address Line 2:	_____
Address Line 3:	_____
ID number for the name shown on the tax return (SSN for individual, sole proprietor, disregarded single-member LLC):	
Social Security Number: _____	or EIN (if no SSN): _____
Tax Designation:	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership/Multiple-Member LLC
<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> Exempt under IRC Sec. 501( c )
<input type="checkbox"/> Government Entity	
Tax Residency Status (must check one):	
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> U.S. Permanent Resident
<input type="checkbox"/> U.S. Resident Alein*	<input type="checkbox"/> Nonresident Alien*
<input type="checkbox"/> Entity created or organized in the U.S. or under the laws of the U.S.	VISA Type* _____

**OPTIONAL:**

**NEW PAY TO: PT/**

Remittance Address if different from above address:	
Address Line 1:	_____
Address Line 2:	_____
Address Line 3:	_____
Telephone: _____	Fax: _____
Email: _____	

**REQUIRED:**

Certification / Signature	
Under penalties of perjury, my signature certifies that:	
1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), 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 IRS that I am subject to backup 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)	
Certifications 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, number 2 above does not apply.	
<i>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</i>	
Signature: _____	Date: _____
Printed Name: _____	Title: _____

\*Nonresident aliens and individuals unsure of their status should fill out the International Visitor/Vendor Information Form. Resident aliens who are not permanent residents should fill out both forms. Entities not created or organized in the United States or under the laws of the United States should not fill out and submit the appropriate IRS Form W-8.

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