

W-9

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION

State of Colorado
Do NOT send to IRS

Agency Use Only:
Vendor #: _____
Established Date: _____
Approved By: _____

Purpose: Used to establish or update a vendor account with the Colorado Department of Transportation (CDOT). International individuals or entities should instead complete the appropriate W-8 form.

PRINT OR TYPE

Contact Information *To be completed by CDOT personnel prior to sending to vendor.*

Requester Name:	Email Address:
Requesting Office:	Phone:

Vendor Name and Information

Legal Name <small>(as shown on tax return):</small>	DBA (Business) Name, if different:
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Legal Mailing Address	Line 1:
	Line 2:
	City, State, Zip:
	<input type="checkbox"/> Please check if unable to receive ACH electronic payment.

Ordering Address, if different than Legal	Method to Receive Orders: <input type="checkbox"/> Email <small>(Electronic transmittal of PO requires completion of the email address section below.)</small>	
	Line 1:	
	Line 2:	
	City, State, Zip:	Phone:
	Email Address: <small>(If multiple emails, contact Purchasing Office at 303-757-9236)</small>	

Remit To Address, if different than Legal	Line 1:
	Line 2:
	City, State, Zip:

Check legal entity type and enter 9 digit Taxpayer Identification Number (TIN) below:
(SSN = Social Security Number EIN = Employer Identification Number)

<input type="checkbox"/> Individual <small>(NOTE: If no name is circled on a Joint Account when there is more than one name, the number will be considered to be that of the first name listed.)</small>	(Individual's SSN)	_____
<input type="checkbox"/> Sole Proprietorship (Owner's SSN or Business EIN) <small>(NOTE: Enter both the owner's SSN and the business EIN (if you are require to have one)</small>	SSN	_____
	EIN	_____
<input type="checkbox"/> Partnership <input type="checkbox"/> General <input type="checkbox"/> Limited	(Partnership's EIN)	_____
<input type="checkbox"/> Estate/Trust <small>(NOTE: Do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title. List and circle the name of the legal trust, estate, or pension trust.)</small>	(Legal Entity's EIN)	_____
<input type="checkbox"/> Other > _____ <small>Limited Liability Company, Joint Venture, Club, etc.</small>	(Entity's EIN)	_____
<input type="checkbox"/> Corporation Do you provide legal or medical services? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Includes corporations providing medical billing services</small>	(Corp's EIN)	_____
<input type="checkbox"/> Government (or Government Operated) Entity	(Entity's EIN)	_____
<input type="checkbox"/> Organization Exempt from Tax <small>(NOTE: If 'Exempt' include copy of IRS determination letter)</small> Do you provide medical services? <input type="checkbox"/> Yes <input type="checkbox"/> No	(Org's EIN)	_____

Under Penalties of Perjury, I certify that:
(1) The number listed 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 (does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secure property, contribution to an individual retirement arrangement (IRA), and payment other than interest and dividends).

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 of under reporting interest or dividends on your tax return. (See Certification section in the Instructions document.)

NAME (Print or Type) _____	TITLE (Print or Type) _____
AUTHORIZED SIGNATURE _____	DATE _____ PHONE _____

Instructions for Completing Taxpayer Identification Number (TIN) Verification (Substitute W-9)

Please note that you must have a valid TIN as registered with the IRS prior to doing business with the Colorado Department of Transportation (CDOT).

Legal Name: (As shown on income tax return). See "What Name and Number to Give the Requester" for additional information.

Individual: Enter *First and Last Name* EXACTLY as it appears on your Social Security Card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name and the last name shown on your Social Security Card. For your *TIN*, enter your *Social Security Number (SSN)*.

Sole Proprietorships: Enter the *Owner's Name* on the first line; on the second name line you may enter the *Business Name*. YOU MAY NOT ENTER ONLY THE BUSINESS NAME. For the *TIN*, enter both the owner's *Social Security Number* and the *Federal Employer Tax Identification Number (EIN)* if you are required to have one.

All Other Entities: Enter the name of the owner of the *EIN* or *SSN* exactly as registered with the IRS. The correct *TIN* is the *Employer Identification Number (EIN)*.

Doing Business As (DBA) Name (if different):

Individuals: Leave Blank

Sole Proprietorships: Enter Business Name

LLC Single Owner: Enter LLC Business Name

All Others: Complete only if doing business as a DBA

Legal Mailing Address: Address where 1099 should be mailed.

Ordering Address: This is the physical address for placement of orders or receipt of a purchase order (PO). Please include an e-mail address if you want your PO electronically transmitted. If multiple e-mail addresses are needed, please contact the CDOT Purchasing Office at 303-757-9236.

Remit to Address: Address where payment should be mailed. Complete only if different from legal address.

Entity Type: Check *ONE* box which describes the type of business entity.

Taxpayer Identification Number (TIN): LIST ONLY ONE: *Social Security Number OR Employer Identification Number* unless sole proprietor, see above. See "What Name and Number to Give the Requester" for additional information.

Certification: To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4 and 5 indicate otherwise. For a joint account, only the person whose *TIN* is shown should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign.

Signature Requirements: The signature should be an authorized signature, generally the person whose name is on the top line of the form, a partner in the partnership, or an officer of the corporation. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct *TIN*, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct *TIN* to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct *TIN*, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect *TIN*. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct *TIN*, but you do not have to sign the certification.

Privacy Act Notice: Section 6109 of the Internal Revenue Code requires you to provide your correct *TIN* to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your *TIN* whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a *TIN* to the payer. Certain penalties may also apply for providing false or fraudulent information.

What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole Proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor
For this type of account:	Give name and EIN of:
7. Disregarded entity now owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporate or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an *SSN*, that person's number must be furnished.

² Circle the minor's name and furnish the minor's *SSN*.

³ You must show your *Individual Name* and you may also enter your *Business* or "DBA" *Name*. You may use either your *SSN* or *EIN* (if you have one), but the IRS encourages you to use your *SSN*.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the *TIN* of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: Grantor also must provide a Form W-9 to trustee of trust.