SANTA CLARITA COMMUNITY COLLEGE DISTRICT - College of the Canyons

VENDOR INFORMATION

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (SUBSTITUTE W-9) **BUSINESS ENTERPRISE DESIGNATION SELF-CERTIFICATION**

Rec	quired	to Be	come an Authorized Vei	ndor and to Rec	eive Pay	yment;	Incom	plete	Informa	ation V	Vill De	lay Pa	ymen	ts		
_	al Nar	•	shown return):										☐ Check box if providing			
Doing Business As (DBA) (if applicable):												legal or medical				
Che	eck Pa	yable	To: Legal Name	☐ Legal Name OR ☐ DBA								servi	ces			
Mail Purchase Orders To:			STREET ADDRESS	STREET ADDRESS								Exemptions (see IRS instructions):				
			CITT, STATE, ZIP CODE	CITY, STATE, ZIP CODE								Exempt Payee Code (if any)				
Mail Payment To:			STREET ADDRESS CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE									Exemption from FATCA reporting code (if any)			
Bus	iness F	Phone:			Fax Number:											
Ema	ail Add	ress:														
DAY	VEE EI	NTITV	TVDE Chack (/) ONE	hav and pravid	a 4h a xas	**************************************	J mumb									
PAYEE ENTITY TYPE - Check (✓) ONE box and provide the requested number: □ INDIVIDUAL / SOLE PROPRIETOR □ PARTNERSHIP □ CORPORATION																
	STATE										☐ TAX EXEMPT / NON-PROFIT					
	THER (☐ LIMITED LIABILITY COMPANY (LLC) ☐ FEDERAL/ST											
	(00	.,.								GOVERNMENT					
F	→IMPORTANT! Social Security # or Federal Tax ID # MUST Be Entered															
			→ Social Security													
			→ Federal Tax ID									l				
TAXPAYER ID CERTIFICATION: UNDER PENALTIES OF PERJURY, I CERTIFY THAT: (1) THE NUMBER SHOWN ON THIS FORM IS MY CORRECT ID NUMBER (OR I AM AWAITING A NUMBER TO BE ISSUED) AND (2) I AM NOT SUBJECT TO BACKUP WITHHOLDING BECAUSE (A) I AM EXEMPT, OR (B) I HAVE NOT BEEN NOTIFIED BY THE IRS THAT I AM SUBJECT TO BACKUP WITHHOLDING AS A RESULT OF A FAILURE TO REPORT ALL INTEREST OR DIVIDENTS, 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 IN IRS INSTRUCTIONS) AND (4) THE FATCA CODE(S) ENTERED ON THIS FORM (IF ANY) INDICATING THAT I AM EXEMPT FROM FATCA REPORTING IS CORRECT. 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. SEE IRS INSTRUCTIONS. THE INTERNAL REVENUE SERVICE DOES NOT REQUIRE YOUR CONSENT TO ANY PROVISION OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.																
√	CERT	AYER ID IFICATION NATUI	ON		1						DATE					
BH	SINES	S FNT	FRPRISE DESIGNATION	N SELE-CERTIE	ICATIO	N – Ch	eck (J	1 26 2	nnronri	ate.						
NO	YES	N/A		E DESIGNATION, SELF-CERTIFICATION – Check (✓) as appropriate:												
			day-to-day management of the	Owned – must be at least 51% owned by a woman or women who make policy decisions and are actively involved in the sy management of the business.												
			Minority-Owned – must be at the day-to-day management of	f the business.		-										
			Disabled Veteran – must be at least 51% owned by one or more disabled veterans who make policy decisions and are actively involved in the day-to-day management of the business. To qualify as a veteran with a "service-connected disability", the person(s) must be currently declared by the United States of Veterans Affairs to be 10% or more disabled as a result of service in the armed forces.													
			Small Business - for this pu	nall Business – for this purpose, is defined as meeting the criteria developed by the Office of Small and Minority Business, epartment of General Services, State of California. If unsure, contact your local SBA Office for clarification.												
	URN T		1) <u>FAX</u> : 661-362-5	480) <u>MAIL</u> :	Santa (Clarita	Commu	ınity Co		istrict				
	MPLETI				Attn: Purchasing Dept. 26455 Rockwell Canyon Road											
USING ONE OF THE 26455 Rockwell Canyon Road																

INITIATING COC DEPARTMENT: _____

COMMODITIES AND SERVICES

Circle or highlight item(s) pertaining to your business/service.

Accounting Services Addressing Services

Advertising

Affirmative Action Vendors Agricultural Supp/Equip Air Conditioning Service/Sys

Appliances Appraisers

Architectural Services Art Supp/Equip **Asphalt Contractors** Associations/Memberships

Athletic Supp/Equip Audiologic Supp/Equip Audiovisual Supp/Equip

Audit Services

Auto Body Supp/Equip Automatic Supp/Equip Awards/Certificates

Banks **Batteries**

Board/Bulletin/Chalk/Display **Bookbinding Services**

Bldg Hdwe/Fixtures, Exterior Bldg Hdwe/Fixtures, Interior **Blueprinting Services Building Maintenance Building Materials**

Buildings, Relocatable **Buses**

Business Machines

Cabinets

Cafeteria Supp/Equip

Carts

Carts-Electric/Gas Camera Supp/Equip

Carpets

Catering Services

Chemicals

Cleaning Supp/Equip Communication Supp/Equip Computer Supp/Equip Concession Services Conference and Travel Construction Supp/Equip

Consultants

Contract Consultants Contract Service Rendered **Contracted Services**

Contractors, General/Specific Copy/Duplicating Supp/Equip Cosmetology Supp/Equip

Craft Supp/Equip

Data Proc Maintenance Agreemt Data Proc Supp/Equip Stores

Dental Supp/Equip Drafting Supp/Equip Drama Supplies/Equip

Draperies

Electrical Contractors Electrical Supp/Equip **Elevators Maintenance Engineering Services** Equipment Rental/Lease Exterminators Supp/Services Facil. Land Lse Fm SD/LCIs

Facilities Lease

Farm Implements/Equipment

Fencing Field Trips Filing Supp/Equip

Film Processing Supp/Equip Films Footage Rental Financial Services

Fire Safety Supp/Equip System First Aid Supp/Equip

Flags

Flooring Materials/Installation

Florist Food Markets Food Products

Food Services Supp/Equip

Forms

Freight Services Funiture, Office Furniture, School Gardening Supp/Equip Gasses

Glass & Glass Products

Gloves

Graduation Supplies Govt, State/Red/County/City Hardware Supplies Hardware, F7asteners Health Supp/Equip

Heating Supp/Equip Systems Home Economics Supp/Equip Horticulture Supp/Equip

Hotels

Incentives/Awards

Industrial Arts Supp/Equip Industrial Cleaning Supp/Equip Instr Media Materials/Supp Instructional Supplies

Insurance

Intercommunication Systems Janitorial Supp/Equip Laboratory Supp/Equip Landscape Contractors

Landscape/Garden'g Supp/Equip

Language Translators Lapidary Supp/Equip Laundry Services Learning Materials Leasing Equipment Leather Supp/Equip Legal Services

Library Supp/Equip Lighting Supp/Equip Maint Sys

Lithography Lockers Locks and Keys Lumber

Machine Shop Supp/Equip

Machine Tools Magazines

Mailroom Supp/Equip Maintenance Agreements

Maps

Material Handling Equipment Medical/Lab Supp/Equip

Memberships

Measuring Instruments

Media Equipment

Medical Healthcare Payments Messages (Vendor Instructions) Messages (Change Orders)

Messenger Services Metal Fabricators

Metal Finishing Supp/Equip

Metal Products

Microfilm Supp/Equip/Services Minority Business Enterprise

Moving and Storage

Musical Instruments/Supplies Non-Public School Services

Newspapers

Numerical Control/Supp/Equip

Nursing Supp/Equip Office Furniture/Equip Office Machines Supp/Services Operations Supp/Equip

Overload Clerical/Key Entry Serv Packaging Equip/Matl/Serv

Paint Supp/Equip **Painting Contractors** Paper, Art and Classroom Paper, Pdts and Paperboard

Partition Contractors Personal Care Items Pest Control

Petroleum Products Pharmaceuticals

Photoengraving Supp/Equip

Photographers

Photographic Supp/Equip Phototypsetting Supp/Equip

Physical Exams

Physical Edu Supp/Equip Physical Therapy Supp/Equip Plastics Supp/Equip

Plagues

Playground Supp/Equip Plumbing Contractors Plumbing Supp/Systems Pottery Supp/Equip Power Tools/Equip **Printing Services** Prosthetics/Orthotics Public Address Systems **Public Agencies** Publishers/Publications Radios

Records Disposal Records, Phonograph Refrigeration Equip/Services Refrigerators/Freezers/Stoves

Rents/Royalties

Repairs - AV Equipment Repairs - Office Equipment

Repairs - Other Roofing contractors Rubbish Collection/Disposal

Revolving Cash Fund Safes and Vaults Safety Supp/Equip Safety Supp/Equip

Sand and Gravel Sanitation Supp/Equip Saws and Saw Blades

Schools

School Districts Scientific Supp/Equip Security Guard Services

Security Supp/Equip/Systems Sewer Systems Sewing Machines

Shelving

Shop Supp/Equip

Signs

Small Business Enterprise

Software

Sound Equip/Systems

Sporting Goods

Sprinkler Supp/Equip/Systems

Stationery Supplies Storage Supp/Equip Subscriptions

Surplus Property Disposal

Swimming Pool Supp/Equip/Serv Switchboard Supp/Equip

Teaching Aids

Telephone Supp/Equip/System

Test/Test Material **Testing Laboratories** Theater Supp/Equip

Theaters

Tickets and Reservations Time Clock Systems Tire and Tubes

Tools

Toys and Games Training Supp/Equip

Transportation Supp/Equip/Serv

Travel Agencies Typesetting Typewriters Uniforms Upholstery

Utilities Vacuum Cleaners and Systems Vehicle Purchase/Rent/Lease

Vending Machines Ventilating Systems Video Supp/Equip/Rentals Washers and Dryers Water Supp/Serv/Systems Welding Supp/Equip Window Treatments Women Business Enterprise

Word Proc Supp/Equip/Rental

Other:

Warehouse Items