

## Request for Taxpayer Identification Number and Certification

Give form to the  
 requester. Do not  
 send to the IRS.

Print or Type  
 See Specific Instructions on page 3.

Legal Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester: <b>University of Northern Colorado</b> <b>Campus Box 61</b> <b>501 20<sup>th</sup> St.</b> <b>Greeley, CO 80639</b>
City, state, and ZIP code.	
List Account number(s) here (optional)	Tax Payer Phone Number:

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN) **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** 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 3**, Instructions at [http://www.unco.edu/acctservices/ftp/acctpay/W9\\_instructions.doc](http://www.unco.edu/acctservices/ftp/acctpay/W9_instructions.doc)

Social Security number								

**Note:** If the account is in more than one name, see the chart on page 3 for guidelines on whose number to enter.

Employer identification number								

### Part II 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), **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. (See the instructions on page 3.) Instructions at [http://www.unco.edu/acctservices/ftp/acctpay/W9\\_instructions.doc](http://www.unco.edu/acctservices/ftp/acctpay/W9_instructions.doc)

Sign Here	Name (Print or Type)	Signature of U.S. person ▶	Date ▶
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#### Minority and Women-owned Businesses (M/WBEs) Self Certification (Please check all boxes that apply)

In an effort to track levels of participation by women and minorities doing business with the State of Colorado, the following information is requested. Please indicate the appropriate category of ownership for your company. "Owned" in this context means a business that is at least 51 percent owned by an individual(s) who also control(s) and operate(s) it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management. If your business is jointly owned by both men and women or is a large publicly held corporation, please check the box labeled "Not Applicable."

#### Gender Information:

Female-Owned       Male-Owned       Not Applicable

#### Owner Ethnicity Information

African American       Asian/Pacific American       White (non-Hispanic)       Not Applicable

Hispanic American       Native American       Other: \_\_\_\_\_

#### Small Business Information

Small Business (a business that is organized for profit, is independently owned and operated, and has 25 or fewer full time equivalent employees.)

Yes       No