

Return to: Procurement & Contract Services procurement@yc.edu 928-776-2195		Yavapai County Community College District Substitute W-9 & Supplier Authorization Form	DO NOT SEND TO IRS
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▶ TAXPAYER IDENTIFICATION NUMBER (TIN):		<input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN)	
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▶ BUSINESS NAME & DBA if applicable (must match TIN above):	
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▶ Do you collect Sales Tax on behalf of the State of Arizona?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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▶ If YES, provide Arizona License #:		▶ Sales/ Use tax rate charged		%	▶ DUNS #:	
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REMIT TO ADDRESS:

▶ Street Address Line 1:	
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▶ Street Address Line 2:	
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▶ City:		▶ State:		Zip:	
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▶ Phone:		▶ Email:	
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▶ Accounts Receivable Contact Name:	
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PROCUREMENT ADDRESS (IF APPLICABLE, PURCHASE ORDER WILL BE EMAILED TO SUPPLIER):

▶ Street Address Line 1:	
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▶ Street Address Line 2:	
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▶ City:		▶ State:		Zip:	
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▶ Phone:		▶ Email:	
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▶ Purchase Order Contact Name:	
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▶ Check appropriate box for federal tax classification; check only ONE of the following seven boxes. See IRS Form W-9 for instructions <https://www.irs.gov/pub/irs-pdf/fw9.pdf> .

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual/sole proprietor or single-member LLC	C Corporation	S Corporation	Partnership	Trust/ Estate	Other	Exemption (codes apply only to certain entities, not individuals; see instructions on page 3 of IRS Form linked above): Exempt payee code (if any): _____ Exemption from FATCA Reporting code (if any): _____ (Applies to accounts maintained outside the US)
<input type="checkbox"/> Limited liability company. Enter the tax classification ▶ (C=C corporation, S=S corporation, P=Partnership)						
Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.						

FEDERAL SUPPLIER TYPE – Check all that apply:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Disabled Veteran Owned (VD)	Veteran Owned (VO)	Small Disadvantaged (SD)	Minority Institution (MI)	Women Owned (WO)	HUB Zone (HZ)

CREDIT CARDS

▶ Does your business accept payment via credit card?	<input type="checkbox"/> YES <input type="checkbox"/> NO	▶ If yes, do you charge an additional fee?		%
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CERTIFICATION

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me),
- 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 I am no longer subject to backup withholding,
- I am a U.S. person (including a resident alien).
- Pursuant to [A.R.S. § 38-501 - 38-511](#) and [Yavapai College Policy 2.20](#), Conflict of Interest, there is no officer or employee of Yavapai College who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service resulting from this request.

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.

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

▶ Signature of U.S. Individual:	▶ Date:
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UPLOAD DOCUMENT HERE, VIA YC'S SECURE UPLOADER: <https://www.yc.edu/w9>

Transmittal of sensitive data via email is not recommended. Individuals/ businesses who send sensitive data via email do so at their own risk.