

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	Name (as shown on your income tax return):	
	Business name, if different from above:	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust Estate <input type="checkbox"/> Limited liability company. Enter the tax classification: _____ (C=Corporation, S = S Corporation, P = Partnership) <input type="checkbox"/> Other (see instructions) _____	
	<input type="checkbox"/> Exempt Payee	
	Legal Address (number, Street, and apt. or suite no.):	Remit Address:
	City, state, and ZIP code:	

Required	Order Email Address:	Order Fax Number:
		Contact Phone Number:
	Vendor's preferred method for Purchase Orders: <input type="checkbox"/> Email <input type="checkbox"/> Fax	

Part I	Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. 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 4. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	
	Social security number □ □ □ - □ □ - □ □ □ □ or Employer identification number □ □ - □ □ □ □ □ □ □ □ DUNS
Vendors: Dunn and Bradstreet Universal Numbering System (DUNS)	

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. citizen or other U.S. person (defined below). 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 4.	

Sign Here	Signature of U.S. person: _____ Date: _____
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If you have questions on completing this form, please contact Vendor Maintenance at: (413) 545-4710.
 Upon completion of this form, please return to: University of Massachusetts Department you are doing business with. (UMAMFF)

Part III	For University Verification Purposes Only -- Do Not Write Below This Line
Business Name Acronym	
<input type="checkbox"/> IRS TIN Matching	<input type="checkbox"/> OFAC
Signature _____	Date: _____