

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Vendor:

Name (as shown on your income tax return)																																																															
Business Name /disregarded entity name, if different from above																																																															
Check appropriate box for Federal Tax (Classification Required)																																																															
<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 = C Corporation, S = S Corporation, P = Partnership ▶ ____ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt Payee																																																														
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 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social Security Number</td> </tr> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> <tr> <td colspan="5"></td> <td style="text-align: center;">-</td> <td colspan="5"></td> </tr> <tr> <td colspan="10" style="text-align: center;">Employee Identification Number</td> </tr> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> <tr> <td colspan="5"></td> <td style="text-align: center;">-</td> <td colspan="5"></td> </tr> </table>	Social Security Number																									-						Employee Identification Number																									-					
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Business Classification																																																															
<input type="checkbox"/> Hub Zone Business (Must be SBA Certified) <input type="checkbox"/> Large Business <input type="checkbox"/> Service Disabled Veteran Owned Small Business <input type="checkbox"/> Small Business	<input type="checkbox"/> Small Disadvantaged Business (Must be SBA Certified) <input type="checkbox"/> Veteran-Owned Small Business <input type="checkbox"/> Women-Owned Small Business																																																														
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 in instructions) Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: <ul style="list-style-type: none"> • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An Estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7) If you are not a U.S. person, please do not complete this form and contact us at 505-277-1137 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.																																																															
Address (number, street, and apt. or suite no.)																																																															
City, state, and Zip code	Phone																																																														
Signature of U.S. person ▶	Date ▶																																																														

PLEASE RETURN COMPLETED FORM TO:

University of New Mexico • Purchasing Dept • PO Box 4548 Albuquerque, NM 87196 • (Fax) 505/277-1028
 • Phone 505/277-1137
 • vendors@unm.edu • www.unm.edu/~purch/