



**NEW YORK STATE OFFICE OF THE STATE COMPTROLLER
SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION**

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name:

2. Business name/disregarded entity name, if different from Legal Business Name:

3. Entity Type (Check one only):

☐ Individual Sole Proprietor
 ☐ Partnership
 ☐ Limited Liability Co.
 ☐ Corporation
 ☐ Not For Profit
☐ Trusts/Estates
☐ Federal, State or Local Government
☐ Public Authority
☐ Disregarded Entity
☐ Other

☐ **Exempt
Payee**

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1. Enter your TIN here: (DO NOT USE DASHES)

See instructions.

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2. Taxpayer Identification Type (check appropriate box):

☐ Employer ID No. (EIN)
 ☐ Social Security No. (SSN)
 ☐ Individual Taxpayer ID No. (ITIN)
 ☐ N/A (Non-United States Business Entity)

Part III: Address

1. Remittance Address:

Number, Street, and Apartment or Suite Number

City, State, and Nine Digit Zip Code or Country

2. Mailing Address:

Number, Street, and Apartment or Suite Number

City, State, and Nine Digit Zip Code or Country

Email Address

Part IV: Vendor Primary Contact Information – Executive Authorized to Represent the Vendor

Primary Contact Name: _____ Title: _____

Email Address: _____ Phone Number: _____

Part V: Certification and Exemption from Backup Withholding

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (TIN), and
- I am a U.S. citizen or other U.S. person, and

3. (Check one only):

☐ I am not subject to backup withholding. I am (a) 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.

☐ I am subject to backup withholding. I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, and I have not been notified by the IRS that I am no longer subject to backup withholding.

Sign Here:

_____	_____	_____
Signature	Title	Date
_____	_____	_____
Print Proposer's Name	Phone Number	Email Address

DO NOT SUBMIT FORM TO IRS — SUBMIT FORM TO IRS ONLY AS DIRECTED