BRANDEIS UNIVERSITY
W-9 / VENDOR CERTIFICATION FORM
REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION
Procurement Services, 415 South St. MS 048 Waltham, MA 02453 (781) 736-4500; (781) 736-4503

GENERAL INFORMATION

LEGAL NAME

IF DIFFERENT FROM ABOVE, NAME YOU ARE "DOING BUSINESS AS"

SHOULD CHECKS BE MADE PAYABLE TO (please check one)**:**   DBA NAME ☐   OR   LEGAL NAME ☐

TAXPAYER IDENTIFICATION NUMBER

PLEASE ENTER YOUR TIN IN THE APPROPRIATE BOX. (FOR INDIVIDUALS, THIS IS YOUR SOCIAL SECURITY NUMBER)

SOCIAL SECURITY NUMBER   **EMPLOYER IDENTIFICATION NUMBER**

☐☐☐ – ☐☐ – ☐☐☐☐ **OR** ☐☐ – ☐☐☐☐☐☐☐

DUNS NUMBER: ☐☐☐☐☐☐☐☐☐

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 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 US person (including a US resident alien).
4. I have not been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits.

Signature: _____   **Date:** _____

Print Name: _____   **Title:** _____

PLEASE CHECK APPROPRIATE BOX:

☐ INDIVIDUAL/SOLE PROPRIETOR   ☐ CORPORATION

☐ PARTNERSHIP   ☐ OTHER _____

BRANDEIS UNIVERSITY PAYMENT TERMS ARE NET 30, PLEASE LIST IF YOU OFFER DISCOUNT TERMS

DISCOUNT PAYMENT TERMS:_____

ADDRESS

ORDER FROM

_____

_____

_____

_____

CITY   STATE   ZIPCODE

PHONE #   (   ) _____

REMIT TO

_____

_____

_____

_____

CITY   STATE   ZIPCODE

FAX #   (   ) _____

EMAIL WHERE PURCHASE ORDERS SHOULD BE SENT _____

SPECIAL CLASSIFICATION

PLEASE CHECK APPROPRIATE BOX(ES), IF APPLICABLE

☐ MINORITY OWNED   ☐ SMALL BUSINESS   ☐ WOMAN OWNED

09/23/10