



**BRANDEIS UNIVERSITY**  
**W-9 / VENDOR CERTIFICATION FORM**  
**PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION**

Procurement and Business Services  
 415 South St. MS 110, Waltham, MA 02453  
 Phone: (781) 736-4500 • Fax (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

REMIT TO

CITY	STATE	ZIPCODE	CITY	STATE	ZIPCODE
PHONE #			FAX #		
TOLL FREE #					

**SPECIAL CLASSIFICATION**

PLEASE CHECK APPROPRIATE BOX(ES), IF APPLICABLE

- MINORITY OWNED       SMALL BUSINESS       WOMAN OWNED