

INFORMATION FOR VENDORS
Austin Independent School District

Vendors interested in providing products or services to AISD should contact the Purchasing Office at:

Materials Management - Purchasing Office
Austin Independent School District
1111 West 6th Street, Bldg A, Suite 330
Austin, Texas 78703-5399
Telephone (512) 414-1723

VENDOR APPLICATION

You must complete a Vendor List Application to be placed on a bidder's list maintained by AISD. The enclosed application consists of general information and a listing of major commodity/service categories. Please review the commodity/service list carefully and indicate which supplies and/or services you would be interested in supplying. The complete form should be returned **by mail** to the Purchasing Office at the address indicated above.

Upon receipt of your application, we will send you a detailed item list for each commodity/service category you checked. You will be asked to indicate the specific items you can supply and to return the list(s) to the Purchasing Office.

You will receive bid invitations and quotation requests for the items you indicate. Please respond with a price offer or a "no bid." This will ensure that you remain on our bidder's list. If a response is not received your company's name is subject to removal from the bidder's list.

BUSINESS OWNERSHIP IDENTIFICATION

You must also complete and have on file with AISD a Business Ownership Identification Form to supplement the information requested in the Vendor List Application. Please complete the enclosed form and return it with your Vendor List Application. If you have submitted an AISD Business ownership Identification Form previously, and the information is current, you may enclose a photocopy of your previously submitted form with your Vendor List Application.

AISD PURCHASING PROCESS

- The Purchasing Office is responsible for soliciting formal bids for school district purchases with the exception of certain goods and services needed by the Department of Construction Management and Department of Food Services.
- For purchases valued at less than \$1,000, quotations may be solicited by telephone. For purchases of less than \$10,000, individual schools and administrative departments may solicit written quotations.
- For Purchases of \$10,000 or more, formal bids or proposals are solicited through newspaper advertisement. Bids are publicly opened and read aloud at a pre-announced time.
- Individual schools make many small purchases throughout the year using activity funds. The Purchasing office does not process those purchases.

Vendors wishing to call on specific schools, to sell products or services directly to those schools for ultimate use by the school as a fundraiser must complete an application for a permit to contact school personnel. Sales representatives are asked to present their permit to the school secretary when entering a campus. This card (obtained from the Dept. of Materials Management) is a permit to enter the school, not an endorsement of a product.

If you have any questions, please do not hesitate to call us.

Sincerely,

Mark J. Rogers, C.P.M.
Director of Materials Management

VENDOR APPLICATION

**AUSTIN INDEPENDENT SCHOOL DISTRICT
MATERIALS MANAGEMENT – PURCHASING OFFICE**
1111 West 6th Street – Suite A330
Austin, Texas 78703-5399
(512) 414-1723

APPLICATION DATE: _____ New Application Add Commodities

Federal I.D. # or SS #: _____ Name and/or Address Change Delete Commodities

1. Applicant's Name and Mailing Address for Bidding Forms and Purchase Orders: _____ 2. Mailing Address for Payment (if different from item 1.) _____

3. Preference for receiving Purchase Orders: a. Fax No. b. E-mail address c. Mail
(Please check only one)

4. Applicant's Telephone Numbers (Including Fax and Toll Free)

Voice: () _____ Fax: () _____ Toll Free: _____

5. Applicant's E-Mail Address: _____

6. Type of Organization, Age and Principal Place (see Definitions on page 2): Principal Place of Business: _____

Individual Partnership Non-Profit Organization Corporation

Year's in Present Business Incorporated Under the Laws of the State of: _____

7. Persons Authorized to Sign Bids, Offers and Contracts (Indicate if Agent):

Name Official Capacity Telephone Number

8. Persons to Contact on Bids or Quotes:

Name Official Capacity Telephone Number

9. Type of Business:

Manufacturer Factory Representative Wholesale Dealer Retail Dealer

Construction Unlimited Contractor Limited Contractor

Service Establishment – Describe: _____

Other – Describe: _____

10. Corporations and Partnerships – Please supply the following information:

President _____ Secretary _____

Vice President _____ Treasurer _____

Owners or Partners _____

Affiliates of Applicants (Names, Locations and Nature of Affiliation):

11. REFERENCES

Include three references for whom your firm has provided similar products or services within the last two (2) years. Please include institution name, name and title of contact person, mailing address and telephone number of reference.

GENERAL INFORMATION

Vendors interested in being added to the Austin Independent School District’s vendor mailing list must file this application with the Purchasing Office. The vendor must indicate the specific items it can supply and return these lists to the Purchasing Office.

After placement on the bidder’s mailing list, a vendor’s failure to respond (submission of bid, or notice in writing that you are unable to bid on a particular transaction but wish to remain on the active bidder’s mailing list for that particular item) to Invitations for Bids, Requests for Proposals or Requests for Quotations may result in the removal of the vendor’s name from the bidder’s mailing list for the items concerned.

Please notify the Purchasing Office immediately of any changes of name, address or telephone number, changes in personnel listed on this application, and additional or deletion of items you are interested in providing.

DEFINITIONS RELATED TO:

ITEM 4 – For the purpose of evaluating bids of nonresident bidders as required by House Bill 620, 69th Legislature, 1985, the following definition will be applicable:

Principal place of business in Texas – for any type of business entity to be recognized in the State of Texas, the business entity shall have: (1) at least one permanent office located within the State of Texas, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted, and (2) at least one employee who works in the Texas office.

ITEM 8 – Owners: Those persons or concerns having a financial interest of five percent (5%) or greater.

Affiliates: Business concerns are affiliates of each other when either directly or indirectly (a) one concern controls or has the power to control the other, or (b) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship.

I hereby certify that the information supplied herein is correct.

Print or Type Name and Title **Signature**

**AUSTIN INDEPENDENT SCHOOL DISTRICT
BUSINESS OWNERSHIP IDENTIFICATION FORM**

This form must be completed and submitted with all formal bids and vendor applications. If you have submitted an AISD Business Ownership Identification Form previously, and the information is current, you may enclose a photocopy of your previously submitted form with subsequent formal bids.

Name of Firm

Telephone Number (Voice)

Address

Telephone Number (Fax)

City

State and Zip Code

Yes **No**

The firm shown above is a minority owned business.

The firm shown above is a woman owned business.

Note: *A minority/woman owned business is defined as a business wherein at least fifty-one (51) percent of the ownership and management is by minority group members/women, or in the case of a publicly owned business, at least fifty-one (51) percent of the stock is owned and managed by minority group members/women.*

The firm shown above is certified with:

Yes **No**

State of Texas General Services Commission (HUB)

The City of Austin (M/WBE)

Capital Metro (DBE)

Other (please specify) _____

Yes **No**

The firm shown above is not certified with any agency.

Printed Name

Signature

Title

Date

**AUSTIN INDEPENDENT SCHOOL DISTRICT
COMMODITY AND SERVICES LIST**

Please place a checkmark by the class of commodities/services you are interested in providing.

- | | | | |
|------------------------------|---|------------------------------|--|
| <input type="checkbox"/> 005 | Abrasives | <input type="checkbox"/> 280 | Electrical Cables and Wire (Not Electronic) |
| <input type="checkbox"/> 010 | Acoustical Tile, Insulating Materials and Supplies | <input type="checkbox"/> 285 | Electrical Equipment and Supplies (Except Cable and Wire) |
| <input type="checkbox"/> 015 | Addressing, Copying, Mimeograph, and Spirit Duplicating
Machine Supplies: Chemicals, Inks, Paper, etc. | <input type="checkbox"/> 287 | Electronic Components, Replacement Parts, and
Accessories and Miscellaneous Electronic Equipment (Not
for Testing-See 370) |
| <input type="checkbox"/> 020 | Agricultural Equipment, Implements and Accessories | <input type="checkbox"/> 290 | Energy Collecting Equipment and Accessories: Solar and
Wind |
| <input type="checkbox"/> 025 | Air Compressors and Accessories | <input type="checkbox"/> 295 | Elevators and Escalators, Building Type |
| <input type="checkbox"/> 031 | Air Conditioning, Heating and Ventilating: Equipment, Parts
and Accessories (See Related Items in Class 740) | <input type="checkbox"/> 305 | Engineering Equipment, Surveying Equipment, Drawing |
| <input type="checkbox"/> 037 | Amusement, Decorations, Entertainment, Toys, etc. | <input type="checkbox"/> 310 | Envelopes, Plain or Printed |
| <input type="checkbox"/> 040 | Animals: Bees and Marine Life Including Accessory Items
(Live) | <input type="checkbox"/> 315 | Epoxy Based Formulations for Adhesives, Coatings and
Related Agents |
| <input type="checkbox"/> 045 | Appliances and Equipment, Household type | <input type="checkbox"/> 318 | Fare Collection Equipment and Supplies |
| <input type="checkbox"/> 050 | Art Equipment and Supplies | <input type="checkbox"/> 320 | Fastening, Packaging, Strapping, Tying Equipment and
Supplies |
| <input type="checkbox"/> 052 | Art Objects | <input type="checkbox"/> 325 | Feed, Bedding, Vitamins and Supplements for Animals |
| <input type="checkbox"/> 055 | Automotive Accessories: Automobiles, Buses, Trucks, etc. | <input type="checkbox"/> 330 | Fencing |
| <input type="checkbox"/> 060 | Automotive Maintenance Items and Repair/Replacement
Parts | <input type="checkbox"/> 335 | Fertilizers and Soil Conditioners |
| <input type="checkbox"/> 065 | Automotive Bodies, Accessories and Parts | <input type="checkbox"/> 340 | Fire Protection Equipment and Supplies |
| <input type="checkbox"/> 070 | Automotive Vehicles and Related Transportation Equipment | <input type="checkbox"/> 345 | First Aid and Safety Equipment and Supplies (Except
Nuclear and Welding) |
| <input type="checkbox"/> 075 | Automotive Shop Equipment and Supplies | <input type="checkbox"/> 350 | Flags, Flag Poles, Banners and Accessories |
| <input type="checkbox"/> 080 | Badges, Emblems, Name Tags and Plates, Jewelry, etc. | <input type="checkbox"/> 360 | Floor Covering, Floor Covering Installation and Removal
Equipment and Supplies |
| <input type="checkbox"/> 085 | Bags, Bagging, Ties, and Erosion Control Equipment | <input type="checkbox"/> 365 | Floor Maintenance Machines, Parts and Accessories |
| <input type="checkbox"/> 095 | Barber and Beauty Shop Equipment and Supplies | <input type="checkbox"/> 375 | Foods: Bakery Products (Fresh) |
| <input type="checkbox"/> 100 | Barrels, Drums, Kegs and Containers | <input type="checkbox"/> 380 | Foods: Dairy Products (Fresh) |
| <input type="checkbox"/> 105 | Bearings (Except Wheel Bearing and Seals-See Class 060) | <input type="checkbox"/> 385 | Foods: Frozen |
| <input type="checkbox"/> 110 | Belts and Belting: Conveyor, Elevator, Power Transmission
and V-Belts | <input type="checkbox"/> 390 | Foods: Perishable |
| <input type="checkbox"/> 125 | Bookbinding Supplies | <input type="checkbox"/> 393 | Foods: Staple Grocery Items |
| <input type="checkbox"/> 135 | Bricks and Other Clay Products, Refractory Materials and
Stone Products | <input type="checkbox"/> 395 | Forms, Continuous: Computer Paper, Form Labels,
Snap-Out Forms and Folders for Forms |
| <input type="checkbox"/> 145 | Brushes (Not Otherwise Classified) | <input type="checkbox"/> 405 | Fule, Oil, Grease and Lubricants |
| <input type="checkbox"/> 150 | Builder's Supplies | <input type="checkbox"/> 415 | Furniture: Laboratory |
| <input type="checkbox"/> 155 | Buildings and Structures: Fabricated and Prefabricated | <input type="checkbox"/> 420 | Furniture: Cafeteria, Chapel, Dormitory, Household, Library,
Lounge, School |
| <input type="checkbox"/> 165 | Cafeteria and Kitchen Equipment, Commercial | <input type="checkbox"/> 425 | Furniture: Office |
| <input type="checkbox"/> 175 | Chemical Laboratory Equipment and Supplies | <input type="checkbox"/> 430 | Gases, Containers, Equipment: Laboratory, Medical and
Welding |
| <input type="checkbox"/> 190 | Chemicals and Solvents, Commercial (In Bulk) | <input type="checkbox"/> 435 | Germicides, Cleaners, and Related Sanitation Products for
Health Care Personnel |
| <input type="checkbox"/> 192 | Cleaning Compositions, Detergents, Solvents and Strippers
Prepackaged Diagnostic, Drug Monitoring, etc. | <input type="checkbox"/> 440 | Glass and Glazing Supplies |
| <input type="checkbox"/> 195 | Clocks, Timers, Watches and Jewelers' and Watchmakers'
Tools and Equipment | <input type="checkbox"/> 445 | Hand Tools (Powered and Non-Powered), and Supplies |
| <input type="checkbox"/> 200 | Clothing, Apparel, Uniforms and Accessories | <input type="checkbox"/> 450 | Hardware and Related Items |
| <input type="checkbox"/> 204 | Computer Hardware and Peripherals for Microcomputers | <input type="checkbox"/> 460 | Hose, Accessories, and Supplies: Industrial, Commercial
and Garden |
| <input type="checkbox"/> 206 | Computer Hardware and Peripherals for Mini and
Mainframe computers | <input type="checkbox"/> 470 | Hospital Equipment and Supplies: Mobility, Speech Impaired,
and Restraint Items |
| <input type="checkbox"/> 207 | Computer Accessories and Supplies | <input type="checkbox"/> 475 | Hospital, Surgical and Related Medical Accessories and
Sundry Items |
| <input type="checkbox"/> 208 | Computer Software for Microcomputers (Preprogrammed) | <input type="checkbox"/> 485 | Janitorial Supplies, General Line |
| <input type="checkbox"/> 209 | Computer Software for Mini and Mainframe Computers
(Preprogrammed) | <input type="checkbox"/> 490 | Laboratory Equipment and Accessories (For General
Analytical and Research Use):Nuclear, Optical and Physical |
| <input type="checkbox"/> 210 | Concrete and Metal Culverts, Pilings, Pipe, Septic Tanks,
Accessories and Supplies | <input type="checkbox"/> 493 | Laboratory Equipment and Accessories: Biochemistry,
Chemistry, Environmental Science, etc. |
| <input type="checkbox"/> 220 | Controlling, Indicating, Measuring, Monitoring and Recording
Instruments and Supplies | <input type="checkbox"/> 495 | Laboratory and Field Equipment and Supplies: Biology,
Botany, Geology, Microbiology, Zoology, etc. |
| <input type="checkbox"/> 225 | Coolers, Drinking Water | | |
| <input type="checkbox"/> 232 | Crafts, General | | |
| <input type="checkbox"/> 233 | Crafts, Specialized | | |
| <input type="checkbox"/> 240 | Cutlery, Dishes, Flatware, Glassware, Trays, Utensils and
Supplies | | |
| <input type="checkbox"/> 250 | Data Processing Cards and Paper | | |
| <input type="checkbox"/> 255 | Decals and Stamps | | |
| <input type="checkbox"/> 265 | Draperies, Curtains and Upholstery Material (Including
Automobile) | | |

**AUSTIN INDEPENDENT SCHOOL DISTRICT
COMMODITY AND SERVICES LIST**

Please place a checkmark by the class of commodities/services you are interested in providing.

- | | |
|--|--|
| <input type="checkbox"/> 500 Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies-Commercial | <input type="checkbox"/> 790 Seed, Sod, Soil and Inoculents |
| <input type="checkbox"/> 505 Laundry and Dry Cleaning Compounds and Supplies | <input type="checkbox"/> 800 Shoes and Boots |
| <input type="checkbox"/> 510 Laundry Textiles and Supplies | <input type="checkbox"/> 801 Signs, Sign Materials, Sign Making Equipment and Related Supplies |
| <input type="checkbox"/> 515 Lawn Maintenance Equipment, Accessories and Parts (Non-Agricultural Applications) | <input type="checkbox"/> 803 Sound Systems, Components and Accessories: Group Intercom, Music, Public Address, etc. |
| <input type="checkbox"/> 525 Library and Archival Equipment, Machines and Supplies | <input type="checkbox"/> 805 Sporting and Athletic Goods |
| <input type="checkbox"/> 540 Lumber and Related Products | <input type="checkbox"/> 815 Steam and Hot Water Fittings, Accessories and Supplies |
| <input type="checkbox"/> 545 Machinery and Hardware, Industrial | <input type="checkbox"/> 820 Steam and Hot Water Boilers, Steam Heating and Power Plant Equipment |
| <input type="checkbox"/> 550 Markers, Plaques and Traffic Control Devices | <input type="checkbox"/> 830 Tanks (Metal, Wood and Synthetic Materials): Mobile Portable and Stationary |
| <input type="checkbox"/> 555 Marking and Stenciling Devices | <input type="checkbox"/> 832 Tape (Not Date Processing, Measuring, Optical, Sewing Sound or Video) |
| <input type="checkbox"/> 560 Material Handling and Storage Equipment and Allied Items | <input type="checkbox"/> 840 Television Equipment and Accessories |
| <input type="checkbox"/> 570 Metal: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items | <input type="checkbox"/> 850 Textiles, Fibers, Household Linens and Piece Goods |
| <input type="checkbox"/> 575 Microfiche and Microfilm Equipment, Accessories and Supplies | <input type="checkbox"/> 855 Theatrical Equipment and Supplies |
| <input type="checkbox"/> 578 Miscellaneous Products | <input type="checkbox"/> 860 Tickets, Coupon Books, Sales Books, Script Books, etc. |
| <input type="checkbox"/> 580 Musical Instruments, Accessories, and Supplies | <input type="checkbox"/> 863 Tires and Tubes |
| <input type="checkbox"/> 590 Notions and Related Sewing Accessories and Supplies | <input type="checkbox"/> 865 Twine |
| <input type="checkbox"/> 595 Nursery Stock, Equipment and Supplies | <input type="checkbox"/> 870 Venetian Blinds, Awnings and Shades |
| <input type="checkbox"/> 600 Office Machines, Equipment and Supplies | <input type="checkbox"/> 880 Visual Education Equipment and Supplies (Except Projection Lamps-See Class 285) |
| <input type="checkbox"/> 605 Office Mechanical Aids, Small Machines and Apparatuses | <input type="checkbox"/> 885 Water and Sewer Treating Chemicals |
| <input type="checkbox"/> 610 Office Supplies: Carbon Paper and Ribbons, All Types | <input type="checkbox"/> 890 Water Supply and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water) |
| <input type="checkbox"/> 615 Office Supplies, General | <input type="checkbox"/> 895 Welding Equipment and Supplies (Medical) |
| <input type="checkbox"/> 620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc | <input type="checkbox"/> 906 Architect-Engineer and Other Professional Design Services (For Construction Coverage See Public Works, Class 955) |
| <input type="checkbox"/> 625 Optical Equipment, Accessories and Supplies | <input type="checkbox"/> 908 Bookbinding, Rebinding and Repairing |
| <input type="checkbox"/> 630 Paint, Protective Coatings, Varnish, Wallpaper and Related Products | <input type="checkbox"/> 909 Building Construction Services-Equipment, Furnishings and Work Covered by Building Construction Contract |
| <input type="checkbox"/> 635 Painting, Equipment and Accessories | <input type="checkbox"/> 910 Building Maintenance and Repair Services |
| <input type="checkbox"/> 640 Paper and Plastic Products, Disposable | <input type="checkbox"/> 915 Communications and Media Related Services |
| <input type="checkbox"/> 645 Paper (For Office and Print Shop Use) | <input type="checkbox"/> 918 Consulting Services |
| <input type="checkbox"/> 650 Park, Playground and Swimming Pool Equipment | <input type="checkbox"/> 920 Data Processing Services and Software |
| <input type="checkbox"/> 652 Personal Hygiene and Grooming Equipment and Supplies | <input type="checkbox"/> 924 Educational Services |
| <input type="checkbox"/> 655 Photographic Equipment and Supplies (Not Including Graphic Arts, Microfilm, and X-Ray) | <input type="checkbox"/> 925 Engineering Services, Professional |
| <input type="checkbox"/> 658 Pipe and Tubing | <input type="checkbox"/> 928 Equipment Maintenance, Reconditioning and Repair Services -Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles |
| <input type="checkbox"/> 659 Pipe Fittings | <input type="checkbox"/> 929 Equipment Maintenance, Reconditioning and Repair Services -Agricultural, Heavy Industrial Equipment and Marine Equipment |
| <input type="checkbox"/> 665 Plastics, Resins, Fiberglass: Construction, Forming, Laminating and Molding Equipment, Accessories and Supplies | <input type="checkbox"/> 931 Equipment Maintenance, Reconditioning and Repair Services -Appliance, Athletic, Cafeteria, Furniture, Musical Instrument and Sewing Equipment |
| <input type="checkbox"/> 670 Plumbing Equipment, Fixtures and Supplies | <input type="checkbox"/> 934 Equipment Maintenance, Reconditioning and Repair Services -Laundry, Lawn Painting, Plumbing and Spraying Equipment |
| <input type="checkbox"/> 675 Poisons: Agricultural and Industrial | <input type="checkbox"/> 936 Equipment Maintenance, Reconditioning and Repair Services -General Equipment |
| <input type="checkbox"/> 680 Police Equipment and Supplies | <input type="checkbox"/> 938 Equipment Maintenance, Reconditioning and Repair Services -Hospital, Laboratory and Testing Equipment |
| <input type="checkbox"/> 700 Printing Plant Equipment and Supplies (Exept Papers) | <input type="checkbox"/> 939 Equipment Maintenance, Reconditioning and Repair Services -Office, Photographic and Radio/Television |
| <input type="checkbox"/> 710 Prosthetic Devices, Hearing Aids, Auditory Testing, Electronic Reading Devices, etc. | <input type="checkbox"/> 946 Financial Services |
| <input type="checkbox"/> 715 Publications and Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies or Production) | <input type="checkbox"/> 948 Health Related Services (For Human Services See Class 952) |
| <input type="checkbox"/> 720 Pumping Equipment and Accessories | <input type="checkbox"/> 952 Human Services |
| <input type="checkbox"/> 725 Radio Communication, Telephone and Telecommunication Equipment, Accessories and Supplies | <input type="checkbox"/> 953 Insurance, All Types |
| <input type="checkbox"/> 730 Radio Communication and Telecommunication Testing, Measuring and Analyzing Equipment, Accessories and Supplies | <input type="checkbox"/> 954 Laundry and Dry Cleaning Services |
| <input type="checkbox"/> 735 Rags, Shop Towels and Wiping Cloths | <input type="checkbox"/> 956 Library Services (Excluding Class 908-Bookbinding, Rebinding and Repairing) |
| <input type="checkbox"/> 740 Refrigeration Equipment and Accessories | |
| <input type="checkbox"/> 745 Road and Highway Building Materials (Asphaltic) | |
| <input type="checkbox"/> 750 Road and Highway Building Materials (Not Asphaltic) | |
| <input type="checkbox"/> 770 Roofing (Except Wood-See Class 540) | |
| <input type="checkbox"/> 780 Scales and Weighing Apparatus (See 175-08) for Laboratory Balances) | |
| <input type="checkbox"/> 785 School Equipment and Supplies | |

**AUSTIN INDEPENDENT SCHOOL DISTRICT
COMMODITY AND SERVICES LIST**

Please place a checkmark by the class of commodities/services you are interested in providing.

- 961 Miscellaneous Professional Services
- 962 Miscellaneous Services
- 964 Personnel, Temporary (Employment Agency Services)
- 966 Printing and Related Services
- 968 Public Works, Construction and Related Services
- 975 Rental or Lease Services of Equipment-Agricultural,
Aircraft, Automotive Heavy Equipment and Marine
Equipment
- 977 Rental or Lease Services of Equipment-Appliances,
Cafeteria, Film, Furniture, Hardware, Musical, Sewing, etc.
- 981 Rental or Lease of Equipment-General Equipment
- 983 Rental or Lease Services of Equipment-Janitorial, Laundry,
Lawn, Painting, Spraying and Textile Equipment
- 985 Rental or Lease Services of Equipment-Office,
Photographic, Printing, Radio/Television/Telephone
Equipment
- 988 Roadside, Grounds, Recreational and Park Area Services
- 990 Security, Fire, Safety and Emergency Services

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 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. 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.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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. person (including a U.S. resident alien).

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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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13 . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

