

**Longwood University Foundation, Inc.**  
**Request For Taxpayer Identification Number(s) and Certification**  
**Substitute W-9 Form**

Each person or organization doing business with the Longwood University Foundation, Inc. must provide the following information. Return this form to the requestor within 10 days.

**Organization Entity:**

<b>Check Only One:</b>	<b>Social Security No:</b>	AND/or	<b>Employer I. D. No:</b>
<input type="checkbox"/> Individual	_____		_____
<input type="checkbox"/> Sole Proprietor	_____		_____
<input type="checkbox"/> Partnership			
<input type="checkbox"/> Government Entity			
<input type="checkbox"/> Corporation			
<input type="checkbox"/> <b>LLC – Limited Liability Company</b>			
<input type="checkbox"/> <b>Report as: Sole Proprietor, Partnership or Corporation (circle one)</b>			
<input type="checkbox"/> Trust or Estate			

**Enter the Following:**

Legal Name \_\_\_\_\_  
(Must match the SSN or EIN, if applicable)

Trade Name \_\_\_\_\_  
(Must match the EIN, if applicable)

Business Mailing Address: \_\_\_\_\_  
City, State, Zip+4 \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_

**Please answer the following questions:**

Is your organization (association, club, religious, charitable, educational, or other group) tax-exempt under IRS Code 501(a)? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you **exempt from Backup Withholding Taxes**? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a **small business**? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you **minority owned**? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a **women-owned business**? YES \_\_\_\_\_ NO \_\_\_\_\_

**Do you accept payment by credit card?** YES \_\_\_\_\_ NO \_\_\_\_\_

**Certification:** Under penalties of perjury I certify that:

The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

IRS code section 6109 requires you to give your correct TIN to persons who must file information returns with the IRS to report income paid to you. The Longwood University Foundation, Inc. is required by the IRS to withhold 31% of the payments made to payees who do not provide a TIN.

_____ Signature	_____ Title	_____ Date
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