

Texas A&M University-Corpus Christi
Accounts Payable
(361)825-5780 Fax (361)825-2884

Please complete the following Substitute W-9. We are required by law to obtain this information from you when making a reportable payment to you. You are required to provide your correct Social Security Number or Employer Identification Number to us. If you do not furnish a valid TIN, or if you are subject to backup withholding, Texas A&M University-Corpus Christi is required to withhold 28% of its payment to you.

Please keep in mind if you do not provide us with this information, you may be subject to a \$50 penalty imposed by the Internal Revenue Service under section 6723 and we will automatically withhold 28% of your payment.

FOREIGN COMPANIES or INDIVIDUALS:
Do NOT use this form. Go to the IRS website <http://irs.gov> and fill out the Form W-8BEN. Please fax the completed W-8BEN to (361) 825-2884.

Substitute W-9 Instructions:

1. Part 1 must be completed. Check the box that indicates your tax status.
2. Complete Part 2 if you are exempt from Form 1099 reporting.
3. Complete Part 3 by filling in all lines.
 Form must be signed by vendor's authorized representative.
4. Enter in the name of the TAMU-CC contact.
5. Submit the completed form to TAMU-CC Accounts Payable Department.

Please Note:

No Social Security Number is required if the individual is requesting a refund for the cancellation of registration fees, i.e. Summer Camps, Recreation Activities, etc. Refund of registration fees paid with a check requires extra processing time unless a copy of the cancelled check is provided.

Texas A&M University - Corpus Christi Substitute Form W-9

Foreign Company or Foreign Individual - DO NOT USE THIS FORM

Part 1 - Identification number (Please print or type)

Name (First name, middle initial, last name)		E-mail :
<input style="width: 95%;" type="text"/>	<input style="width: 45%;" type="text"/>	
Business name (if different from above) <input style="width: 95%;" type="text"/>		

Check appropriate box:

<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietor**	<input type="checkbox"/> Partnership **
<input type="checkbox"/> Corporation (Give Charter #)	<input type="checkbox"/> Other (i.e. tax exempt organizations)	<input type="checkbox"/> Exempt from Backup Withholding

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1. For individuals, this is your social security number (SSN). For a resident alien, sole proprietor, or disregarded entity see the IRS website for instructions. For other entities, it is your employer identification (EIN). If you do not have a number, see the IRS website for instructions on how to get one.

Social Security Number

OR Employer Identification Number

**** Partnerships and Sole Proprietorships must submit SSN's for ALL partners receiving payments from TAMU-CC. ****

Part - 2 Exemption: If exempt from Form 1099 reporting, check your qualifying exemption reason below: (check one)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporation Note that there is no corporate exemption for medical & health care payments/or payments for legal services	Tax Exempt Entity under 501 (a) (includes 501 (c)(3) or IRA	The United States or any of its agencies or instrumentalities	A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies	A foreign government or any of its political subdivision or an international organization in which the United States participates under a treaty or act of Congress

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 been notified by the 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.

Part 3 - Certification: (must be Vendor's official signature)

Name:		Title:	
Signature:		Remit To Address	
Address:		Address:	
City:	ZIP:	Address:	
Phone:	Fax:	City:	ZIP:

TAMU-CC Contact:

Name:	Phone: <input style="width: 150px;" type="text"/>
Department:	Funds: <input type="checkbox"/> State <input type="checkbox"/> Local

**Please return to: Texas A&M University - Corpus Christi - Accounts Payable, 6300 Ocean Dr, Unit 5733
Corpus Christi, Texas 78412-5733 (361) 825-5780 fax (361) 825-2884**

A/P Office	Date Rec'd:	Mail Code:	Posted by:	Revised 11/28/07
Use Only:	Email Contact: Y N	Tins: Y N	USPS: Y N	Posted date: