



California Institute of Technology ♦ Supplier Management MC 103-6 ♦ Pasadena, CA 91125

Please complete and return the Internal Revenue Service (IRS) Form W-9 below. The California Institute of Technology requires a completed IRS Form W-9 of all our payees. The purpose of the IRS Form W-9 is to provide us with your correct Taxpayer Identification Number (TIN) and tax classification. We realize you may not be subject to tax reporting due to your tax classification. However, in order to make this determination we must have an IRS Form W-9 on file.

***** Due within 30 days of receipt *****

- If Form W-9 is not provided within 30 days, payment may be subject to backup withholding
- Use the enclosed envelope to return your completed forms, or
- Fax to Supplier Management at (626)666-3928
- Primary contact, Rebekah Sims at (626)395-2674 or alternate contact, Hotline at (626)395-8900

W-9 Form (Rev. October 2007) Department of the Treasury Internal Revenue Service	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 (as shown on your income tax return)	
	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"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. 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 <i>How to get a TIN</i> on page 3.		Social security number : : : : : : : : :
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		or Employer identification number : : : : : :

Exemption: If exempt from reporting, check here AND circle your qualifying exemption reason below:

1. Corporation, excludes medical, healthcare payments, or payments for legal services.	2. Tax Exempt Charity under 501(a) (includes 501(c) (3), or IRA.	3. The United States or any of its agencies or instrumentalities.	4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions.	5. A foreign government or any of its political subdivisions.
--	--	---	--	---

Part II Certification: I am a U.S. person (including a resident alien).

Person completing this form: _____ Title: _____

Signature: _____ Date: _____

Tax correspondence address: _____

Phone: (_____) _____