



Professional Services Agreement

Federal ID No: _____ Social Security No.: _____

Name: _____

Address: _____

City, State, ZC _____

Type of Professional Services Rendered: _____

Amount Due: \$ _____ Date of Services From: _____ To: _____

Budget Account No. _____

Check Requisition Vendor ID: _____

Date Check Needed: _____ Next Check Run _____ Check Total: \$ _____

Will Call for Check: Please call x Yes No Mail Check: Yes No

Payee Signature _____ Date _____ Division Dean/Director _____ Date _____

Provost _____ Date _____ VP Business & Finance Douglas B. Endsley _____ Date _____

Form W-9 (Rev. January 2011) 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/disregarded entity name, if different from above
Check appropriate box for federal tax classification (required): Individual/sole proprietor, C Corporation, S Corporation, Partnership, Trust/estate, Limited liability company, Other (see instructions)
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. The TIN provided must match the name given on the "Name" line 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 How to get a TIN on page 3.

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

Social security number grid

Employer identification number grid

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. citizen or other U.S. person (defined below).

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

