AC 3237-S (Rev. 4/15)

NEW YORK STATE OFFICE OF THE STATE COMPTROLLER
SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name: John Smith

2. Business name/disregarded entity name, if different from Legal Business Name: N/A

3. Entity Type (Check one only):
[X] Individual Sole Proprietor [ ] Partnership [ ] Limited Liability Co. [ ] Corporation [ ] Not For Profit
[ ] Trusts/Estates [ ] Federal, State or Local Government [ ] Public Authority [ ] Disregarded Entity
[ ] Other _____

[ ] **Exempt Payee**

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1. Enter your TIN here: *(DO NOT USE DASHES)*
See instructions.

1	2	3	4	5	6	7	8	9

2. Taxpayer Identification Type (check appropriate box):
[ ] Employer ID No. (EIN) [X] Social Security No. (SSN) [ ] Individual Taxpayer ID No. (ITIN) [ ] N/A (Non-United States Business Entity)

Part III: Address

1. Physical Address:	2. Remittance Address:
Number, Street, and Apartment or Suite Number 16 Candy Cane Lane	Number, Street, and Apartment or Suite Number N/A
City, State, and Nine Digit Zip Code or Country NY, NY 12345	City, State, and Nine Digit Zip Code or Country N/A

Part IV: Certification and Exemption from Backup Withholding

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN), and
2. I am a U.S. citizen or other U.S. person, and
3. (Check one only):

[ ] **I am not subject to backup withholding.** *I am (a) exempt from back up 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),or*

[ ] **I am subject to backup withholding.** *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, and I have not been notified by the IRS that I am no longer subject to back withholding.*

Sign Here: John Smith — Signature

SBTE — Title

10/28/15 — Date

John Smith — Print Preparer's Name

(585) 123-4567 — Phone Number

jsmith@abcschools.org — Email Address

Part V: Vendor Primary Contact Information – Executive Authorized to Represent the Vendor

Primary Contact Name: John Smith

Title: School-based Teacher Educator

Email Address: jsmith@abcschools.org

Phone Number: (585) 123-4567

DO NOT SUBMIT FORM TO IRS — SUBMIT FORM TO NYS ONLY AS DIRECTED