

# Request for Taxpayer Identification Number and Certification

For instructions go to: <https://msudenver.edu/controller/taxcorner/>

Do NOT send to the IRS. Give form to MSU Denver.

Print or type. See instructions.

1 Name (as shown on your income tax return). Name is **required** on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only ONE of the following seven boxes.

- Individual/sole proprietor or Single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/Estate

Limited Liability Company Enter the **LLC** tax classification ⇨ \_\_\_\_\_  
 C = C Corporation, S = S Corporation, P = Partnership

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do NOT check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is NOT disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see W-9 instructions) \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see W-9 instructions):

Exempt payee code (if any): \_\_\_\_\_ Exemption from FATCA reporting code (if any): \_\_\_\_\_  
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See W-9 instructions.

6 City, State, and ZIP code

7 List account number(s) here (optional)

**Requester's name and address**

MSU Denver - Accounts Payable  
 Campus Box 98, PO Box 173362  
 Denver, CO 80217-3362

**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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I in the instructions. For other entities, it is your employer identification number (EIN).

If you do not have a number, see *How to get a TIN*, in the instructions.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number to give the requestor* (in the W-9 instructions) for guidelines on whose number to enter.

**Social Security Number (SSN)**

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or

**Employer Identification Number (EIN)**

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**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 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 of 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 in the W-9 instructions); and
- 4 The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certifications 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 for Part II. **The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to avoid backup withholding.** Go to: [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for IRS instructions and the latest information.

**Sign Here** Signature of U.S. person ▶

Date ▶