

Dear Vendor:

Radford University Foundation is required, under Federal tax laws, to report annually to the Internal Revenue Service (IRS), payments of rent and services made throughout the year. The IRS requires that all payees be identified by their Taxpayer Identification Number. You may be subject to penalties plus 31% withholding tax (backup withholding) if you have not provided us, in a timely manner; with your correct social security number or taxpayer identification number. Please return this completed form to our office within 10 days so that we may process your payment promptly. For your convenience you may return this form via fax transmittal or mail to the address below.

Part 1. **Taxpayer Identification Number**

Enter your taxpayer identification number in the appropriate box. For individuals or sole proprietorships, this is your Social Security Number. For partnerships, corporations or professional corporations, this is your Employer Identification Number.

Social Security Number

Employer Identification Number

____-____-_____

____-_____

Part 2. **Personal and/or Business Name**

Personal Name

Personal and Business Name

(Please Print) _____

(Must have if using SSN)

(If applicable to Federal ID #)

PLEASE NOTE: The names used above (business and/or personal) must agree **exactly** with the IRS or Social Security Administration's records.

Part 3. **Please Circle Your Business Type**

- IN Individual
- SP Sole Proprietorship
- PA Partnership
- CO Corporation

Part 4. **Address**

Please provide your personal or business address:

Part 5. **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number, and
2. I am not subject to backup withholding tax either because (1) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding tax as a result of a failure to report all interest or dividends, or (2) the IRS has notified me that I am no longer subject to backup withholding tax.

(You must cross out item (2) above if the IRS has notified you that you are subject to backup withholding because of under reporting interest or dividends on your tax return.)

Part 6. **Signature**

Signature: _____ Date: _____

Please return to: Radford University Foundation
P.O. Box 6915
Radford VA 24142
(540) 831-5108 Phone
(540) 831-6740 Fax