

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

Purpose of USNH Substitute W9 Form

The University System of New Hampshire (USNH) consists of UNH, UNH Manchester, Keene State College, Plymouth State University, Granite State College and New Hampshire Public Television. USNH requires that a record be kept of any individual or business that receives a check from the University System, whether for services rendered, goods provided or any circumstance for which monies would be paid. USNH uses the attached Substitute W9 Form to create a vendor record for an individual or business. This form also meets the requirements of the IRS Form 990 Request for Taxpayer Identification Number. An employer identification number, or EIN, is also known as a taxpayer identification number, or TIN. Failure to return this form in a timely manner will delay payment. If you have any questions, please contact the appropriate campus Purchasing Office listed on the form.

Privacy Act Notice

USNH is requesting your Taxpayer Identification Number (TIN) to satisfy the requirements of Federal and State law. Section 6109 of the Internal Revenue Code requires that you provide your correct TIN to be used on information returns (Forms 1099) filed with Internal Revenue Service. Failure to provide your TIN could result in backup withholding and penalties. State law (RSA 782:2 a) requires USNH to file information reports with the State of NH using a sole proprietor's Social Security number rather than their TIN if services will be provided. Failure to provide this information will result in penalties. Any penalties assessed against USNH for failure to provide your correct TIN or SSN to federal and state authorities will be passed along to you.

USNH will not disclose your TIN or SSN to anyone outside the institution except as mandated by law.

Instructions for Completing the USNH Substitute W9 Form

Individual or Sole Proprietor – Provide SSN (and EIN if applicable):

- x Provide your Social Security Number (SSN), full legal name, and physical home address in addition to a mailing address if different (If you list a PO Box for a mailing address, you must also provide a physical home address)
 - x If you are a sole proprietor providing services, you must provide the Owner's SSN, full legal name, business address and any "Doing business as" names the business may operate under. (If you list a PO Box for a mailing address, you must also provide a physical business address). Also provide your Employer ID number (EIN) if applicable.
 - x Otherwise, if you are a sole proprietor providing only goods, specify an EIN and/or Owner's name and SSN
- x If a check should be issued to you personally, indicate 'Individual' in the Ownership Status. If a check should be issued to the business name, indicate 'Sole Proprietor' in the Ownership Status.
- x Complete the "Business Classification" attachment if applicable.
- x Indicate if you are a foreign entity/nonresident alien.
- x Answer each question if applicable.
- x Sign and date the form. Return the completed form as indicated on the Substitute W9 Form.

Business– Provide EIN:

- x Provide the business' Employer ID Number (EIN), the full legal name of the business (the name under which the business files with the IRS), any "Doing business as" or other names the business may operate under, and the appropriate address(es). (If you list a PO Box for a mailing address, also include physical address).

BUSINESS CLASSIFICATIONS (All that apply)

<input type="checkbox"/>	Lawyer/Law Firm
<input type="checkbox"/>	Medical or Health Care Provider
<input type="checkbox"/>	8(A) Designation - The 8A designation is given to small companies owned by socially and economically disadvantaged persons, so that they may bid and obtain federal government contracts and other assistance to develop their business. The business owner must be eligible under the same rules and guidelines set down by the federal government.
<input type="checkbox"/>	Disabled Owned - A business that is a least 51% owned by one or more disabled persons who control and operate the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day