

**IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**IMPORTANT TAX DOCUMENT
(Substitute Form W-9)**

Please complete, sign and return or fax as soon as possible to your I.S.U. contact:

Name of contact: _____

Student Organization: _____

For questions regarding the use of this form, you may contact:

Iowa State University
Campus Organizations Accounting Office
3578 Memorial Union
515-294-1633

The IRS requires that you provide information which will allow us to complete 1099 reporting. The University must file an information return to the IRS and you are required to provide a correct Taxpayer Identification Number or payments may be subject to 31% withholding.

Employing Organization at Iowa State: _____	
1099 Address	
Individual Name (If joint names, list first the name of the person whose SSN you enter below)	
Business Name (Sole proprietors see instructions on reverse side - HELPFUL HINTS)	
Address (number and street)	
City, State and Zip + 4	Phone Number () -
Taxpayer Identification Number (9 digits)	
Federal Employer Identification Number _____ <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship (Using business name and FEIN) <input type="checkbox"/> Federal or State Agency <input type="checkbox"/> Other (define)	Social Security Number _____ <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor (Using business name and SSN)
or	
Are you a U.S. citizen or a resident of the U.S. or U.S. territories? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please see Helpful Hints on reverse side for additional information.	
Signature of U.S. person (Required) _____ Date _____	
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 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.	