Substitute Form W-9

Minnesota State University, Mankato
Business Services
WA236, Wigley Administration Center
Mankato, MN 56001

Subject: Request for Taxpayer Information (The failure to furnish taxpayer identification number makes you subject to a penalty of $50)

The purpose of this form is to obtain or confirm your correct taxpayer name and identification number. Federal and state tax regulations require that we have this information from recipients of certain payments in order to report such payments to the Internal Revenue Service on the Form 1099 Return.

Please complete items 1, 2, and 3 below. If you have any questions, phone 507.389.5017 for assistance.

1. Place a check by your IRS tax filing status below, and enter your social security number or federal employer identification number. If you have been issued a separate Minneosta Tax Identification Number, write it in the space provided.

   If you have recently applied for a taxpayer number, write "Applied For" in the space for the number.

(Check One - Used for IRS Tax Filing)	Enter either SSN or FEIN - not both & MN Tax ID (if applicable)
☐ Individual: Use SSN ☐ Sole Proprietorship: Use SSN or FEIN ☐ Corporation: Use FEIN ☐ Legal Partnership: Use FEIN ☐ Tax Exempt Organization: Use FEIN and list the section number of the IRS code under which you are claiming exemption: _____ ☐ Other: Please explain on reverse side and include tax number	___ ___ ___ – ___ ___ – ___ ___ ___ ___ Social Security Number (SSN) ___ ___ – ___ ___ ___ ___ ___ ___ ___ Federal Employer Identification (FEIN) 0 0 – ___ ___ ___ ___ ___ ___ ___ Minnesota Tax I.D. Number (if applicable)

2. Print the full name and address belonging to the SSN or FEIN or Minnesota Tax ID Number written above:

   _____

   _____

3. Cerfitification. Under penalty of perjury, I certify the number shown on this form is my correct taxpayer identification number.

Signature	Phone No.	Date	email
_____	_____	_____	_____

Privacy Act Notice: Internal Revenue code Section 6109 requires you to furnish your correct taxpayer identification number to payers who must file information returns with IRS. IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. Payers must generally withhold 28%. of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer.

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This document is available in alternative format to individuals with disabilities by calling Business Services at (507) 389-5069 (V), 1-800-627-3529 or 711 (MRS/TTY).

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