

Substitute Form

W-9



# LITTLETON PUBLIC SCHOOLS

5776 S. CROCKER ST.  
LITTLETON, CO 80120-2012  
FAX No. 303-347-3460 / E-MAIL: pcornforth@lps.k12.co.us

Give form to the requester. Do not send to the IRS.

## REQUEST FOR TAXPAYER

### IDENTIFICATION NUMBER AND CERTIFICATION

**\*\* ALL SECTIONS MUST BE COMPLETED BEFORE WE CAN AUTHORIZE VENDOR STATUS WITH LPS \*\***

#### VENDOR INFORMATION

Tax Identification Number: **EIN**  **OR ... SSN**

Legal Name (as shown on your Federal tax return): \_\_\_\_\_

Business Name or DBA: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Remit To Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Primary Address Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Remit To Address Phone: \_\_\_\_\_

#### BUSINESS TYPE ... (CHECK APPROPRIATE BOX FOR FEDERAL TAX CLASSIFICATION)

- Individual / Sole Proprietor
- C Corporation
- S Corporation
- Partnership
- Limited liability company. Enter the tax classification (C=Corporation, S=Corporation, P=Partnership) \_\_\_\_\_
- Other ... Governmental / Public Entity / 501C3 ... \_\_\_\_\_

**\*\* If you are a sole proprietor & will be providing a service on LPS property, please complete LPS' Independent Contractor Agreement and provide proof of liability insurance documentation in addition to this W-9 per instructions on ICA \*\***

#### PERA STATUS

Are you a current PERA employee?  Yes  No      Have you ever been a PERA employee?  Yes  No

If yes ... Please list employer, dates and current status: \_\_\_\_\_

Are you currently receiving PERA retirement benefits?  Yes  No

#### CONFLICT OF INTEREST

Are you an employee of Littleton Public Schools?  Yes  No      Location/Department: \_\_\_\_\_

Is any immediate family member employed by LPS?  Yes  No

If yes, list name: \_\_\_\_\_ Relationship: \_\_\_\_\_

#### 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 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 (IRS) 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, and
3. I am a U.S. citizen

**SIGN HERE** | Signature of U.S. Person: \_\_\_\_\_ Date: \_\_\_\_\_