



To Whom It May Concern:

In accordance with the Internal Revenue Code, we are required to have on file before we issue payment to a non-employee a **Form W-9**. At the present time, our records indicate that we do not have this information on our files for your account. Section 6676 of the code provides that you may be subject to a penalty if you fail to provide your ID number to us, and we are required to report it. We are also required to withhold thirty percent (30%) from payments subject to 1099 reporting if you have not provided your ID number to us. To avoid having to withhold 30% from the payment requested for you and/or from future payments, please complete the section below and return it to:

Nebraska Wesleyan University-Attn: Accounts Payable
5000 Saint Paul
Lincoln, NE 68504

Please check the space that best describes the type of transaction for which we usually make payments to you. Check more than one, if appropriate.

Materials only _____ Materials & Services _____ Services only _____ Rents _____ Royalties _____
Professional Fees _____ Other (describe) _____

TAXPAYER INFORMATION

Complete the appropriate box below and check payee type

Business Name _____	Corporation _____
	Partnership _____
	Estate _____
Federal ID # _____ - _____	Tax Exempt Organ. _____
	Other (please explain) _____

OR

Name _____ (Print)	Individual _____
Social Security # _____ - _____ - _____	Sole Proprietor _____

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. person (including a U. S. Resident alien).

Certification instructions. You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For Mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Signature of Authorized Individual

Title

Address (Number and Street)

Date

(City, State, Zip Code)

Phone Number