

Notre Dame de Namur University

1500 Ralston Avenue, Belmont, CA 94002-1908
650 508-3567 Fax: 650 508-3608

Dear Sir/Madam,

Our records indicate that we have not received a "Payer Request for Taxpayer Identification (W-9 form)." In order to comply with the IRS, this request is made to all individuals and business entities required to file an information return with the IRS and which are being paid through our Accounts Payable system.

Pursuant to section 3406(a)1A of the Internal Revenue Code, we are required to withhold 31% from all payments if a payee has not furnished his Taxpayer ID number or gives an incorrect Tax ID number. You have thirty (30) days from the date of this notice to submit your W-9; otherwise payments will be subject to backup withholding. If funds are withheld, they can only be refunded by the IRS. Be aware, if you are using your SOCIAL SECURITY NUMBER to file taxes, payments must be MADE and REPORTED under your name. We must have a legible signature on the form.

Thank you for your prompt attention in this matter. If you should have any further questions, please call me at (650) 508-3567.

Sincerely,

Caroline Chang
Staff Accountant-Accounts Payable

NOTE: FAILURE TO COMPLETE AND RETURN THIS INFORMATION MAY RESULT IN BACKUP WITHHOLDING OF 31% OF YOUR PAYMENTS.

SUBSTITUTE FORM W-9 Department of the Treasury Internal Revenue Service	PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION NUMBER	SEE REVERSE FOR INSTRUCTIONS
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Part 1- Taxpayer Identification Number (TIN) If TIN is missing or is incorrect, please enter in the appropriate space below, sign, date, and return this card. If TIN is correct, please sign, date, and return this card.	Part 2- Backup withholding on accounts opened after 12-31-83. Check the box if you are NOT subject to backup withholding under The provisions of section 3406(a)(1)(C) of Internal Revenue Code. <input type="checkbox"/>
Social Security number: _____	or Employer Identification number: _____ Part 3- Awaiting TIN <input type="checkbox"/>

I.D. or S.S.#:
NDNU Acct.#:

Please check appropriate box:
 Individual/Sole Proprietor Corporation
 Partnership Other _____

Name:
Address:

Certification- Under the penalties of perjury, I certify that the information provided on this form is true, correct and complete.

Signature: _____

Date: _____

IMPORTANT TAX INFORMATION

Purpose of Form:

Use the form to report the taxpayer identification number (TIN) of the record owner of the account to the payer. Beginning January 1, 1984, payers must generally withhold 31% of taxable interest, dividend and certain other payments if you fail to furnish payers with the correct TIN (this is referred to as backup withholding). For individual taxpayers the TIN is the social security number. To prevent backup withholding on these payments, be sure to notify payers of the correct TIN. You must use this form to certify that the TIN you are giving to the payer is correct.

Part 1 – How to Complete This Form – Give the payer the social security number or employer identification number of the record owner of the account. If the account belongs to you as an individual, give your social security number. If the account is in more than one name or is not in the name of the actual owner, consult the enclosed notice for additional guidelines on which number to report.

Part 2 – If you are not subject to backup withholding under the Internal Revenue Code Section 3406(a)(1)(C) you should check this box and certify under penalties of perjury your exemption. You are not subject to backup withholding if: (1) you have not been notified that you are subject to backup withholding as a result of failure to report all interest or dividends, or (2) the Internal Revenue Service has notified you that you are no longer subject to backup withholding.

Part 3 – If a TIN has not been issued to you, but you have applied for a TIN or if you intend to apply for a TIN in the near future check this box under penalties of perjury. If you check the box in Part 3 and do not supply us with you TIN in 60 days, we will withhold 31% in all reportable payments thereafter until TIN and all certifications are supplies.

PLEASE REVIEW ENCLOSED NOTICE FOR DETAILS