



University of California
San Francisco

University of California San Francisco

Substitute W-9 Form

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

YOU WILL NOT BE PAID IF A PROPERLY COMPLETED FORM SIGNED BY YOU IS NOT ON FILE WITH UCSF

****All Fields Are Required****

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to UCSF as shown at the bottom of this page. Information provided in this form will be verified with the IRS and may be used to prepare Information Returns (1099-Misc). Payees who do not wish to complete this form may elect not to do business with UCSF		
2	LEGAL NAME: <u>Must be the name you use on your tax return</u>		
	TRADE NAME /DBA if different from legal name: <u>Must match "remit to" name on your invoice</u>		
	IF SOLE PROPRIETOR OR INDIVIDUAL ENTER OWNER'S FULL NAME (Last, Suffix, First, M.I.)	E-MAIL ADDRESS	
	BUSINESS ADDRESS	REMIT ADDRESS (Where check should be sent if different)	
3	<input type="checkbox"/> PARTNERSHIP, LLC or LLP <input type="checkbox"/> ESTATE OR TRUST CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit under Sec. 501(a)(c) or 403(b)(7)) <input type="checkbox"/> ALL OTHER TYPE OF CORPORATIONS		ONLY PARTNERSHIP, ESTATE, TRUST OR CORPORATION ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> OR <input type="checkbox"/> Check here if TIN applied for
	<input type="checkbox"/> INDIVIDUAL/SOLE-PROPRIETOR: ENTER SOCIAL SECURITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		University Use Only Date FEIN/SSN verified with IRS: Vendor number:
4	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). You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE	
	SIGNATURE	DATE	TELEPHONE ()
5	MAIL: UCSF CONTROLLER'S OFFICE C/O VENDOR RELATIONS BOX 0812 SAN FRANCISCO, CA 94143-0812	FAX: (415) 920-2504 Attn: Vendor Relations TEL: (415) 476-2128	EMAIL: vendors@accounting.ucsf.edu

The person signing this document should be a partner in the partnership, an officer of the corporation, or the individual or sole proprietor named

Submit Completed Form to UCSF

Substitute W-9 Form

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

PRIVACY STATEMENT:

Section 6109 of the Internal Revenue Code requires you to provide your correct taxpayer identification number (TIN) to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and states agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

PENALTIES:

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines/and or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

ADDITIONAL INSTRUCTIONS: See Form W-9, Request for Taxpayer Identification and Certification.