

SUBSTITUTE W-9 AND NEW VENDOR SETUP FORM

In order to be added to the District's vendor file to receive orders and payments, this form must be completed.

RETURN TO:

Procurement and Contracting Department
Pueblo City Schools
1902 Montezuma Road
Pueblo, CO 81003

1. VENDOR IDENTIFICATION INFORMATION

VENDOR NAME (PAY TO:)	
Another name for vendor? (AKA, DBA)	
PHONE NUMBER	
FAX NUMBER	
WEB SITE ADDRESS	
REP. NAME & EMAIL	

2. VENDOR BUSINESS LOCATION(S). Complete column B & C only if different from column A.

LOCATION	(A) 1099 ADDRESS	(B) ORDERING ADDRESS	(C) REMIT ADDRESS
Street Address			
PO Box			
City			
State, Zip Code			

3. TAXPAYER IDENTIFICATION NUMBER

Social Security Number	Federal Employer Identification Number
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4. KIND OF ORGANIZATION (Check only one)

1) Individual/Sole proprietorship (1099)	5) Non-Profit
2) Corporation/professional services group (1099 if Med)	6) Limited Liability Corporation (LLC) (1099)
3) Governmental agency	7) Professional services group (1099, Med, Rental, Royalty)
4) Partnership (1099)	8) Other

5. CLASSIFICATION OF WORK PERFORMED (Check all that apply) *(Internal Use – code “7” unless noted otherwise)*

Architect & Engineers	General Supplier	Professional service	Tradesman (crafts)
Advertising	Maintenance/Repair services	Public relations firms	Transportation service
Consultant	Medical/physicians (6-1099)	Rental/leasing (1-1099)	Travel services
Food/food services	Manufacturer	Training services	Other services

6. COLORADO PERA INFORMATION REQUIREMENT

List on an attachment all person(s), (owner/principals, subcontractors, employees) who will be providing services to the District while receiving retirement income from the Colorado State PERA system. If non, check here: _____.

Certification: Under penalties of perjury, I certify the Tax ID Number/other information shown is correct to the best of my knowledge.

Signature

Date