



Peralta Community College District
Purchasing Department
333 East 8th Street •Oakland, California 94606•(510) 466-7225

RE: VENDOR APPLICATION

Dear Interested Vendor:

The Peralta Community College District wants to ensure contracting opportunities to all qualified Vendors in our community. Enclosed, please find a Vendor Application, a Commodity/Class ID Listing, and a W-9 Form. We ask that you complete the Vendor Application along with the Commodity/Class ID Listing, and the W-9 Form, and submit them to our purchasing department to be processed.

This Vendor Application is a two (2) part process. Please either indicate the goods and /or services your company can supply by checking the appropriate boxes in the Commodity/Class Id Listing pages, or write the codes in box 10 of the Vendor Application.

If your company resides in the following six cities: Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, please contact the purchasing department or visit our website to download a copy of the District's Small Local Business Enterprise (SLBE) program. Your company may qualify for a 5% bidding preference. If your company qualifies, please submit a copy of the SLBE Affidavit with your vendor application. Before any bid preference is granted to a vendor, the District must verify your SLBE status. The SLBE program forms can be downloaded at: www.peralta.edu, click on "Service Centers" then on "Purchasing", then on "List of Current RFPs/Bids and Other Purchasing Documents" to view the District's SLBE/SELBE program and Affidavit form.

Upon receipt of the completed Vendor Application (and or Commodity/Class ID Listing), and W-9 Form, the Purchasing Department will enter your firm's name in our database so that we can contact you for future projects. No vendors will be setup with out a completed Vendor Application and W-9 Form.

Sincerely,

Peralta Community College District
PURCHASING DEPARTMENT
(510) 466-7225
Fax: (510) 587-7873

Enclosures



Peralta Community College District

Purchasing Department
333 E. 8th Street
Oakland, CA 94606
Phone (510) 466-7225 Fax (510) 587-7873

RETURN COMPLETED VENDOR APPLICATION FOR PROCESSING TO: PURCHASING DEPARTMENT

VENDOR APPLICATION

<input type="checkbox"/> New Application		<input type="checkbox"/> Change Application		Date: _____	
1. MAIN ADDRESS (Legal Name and Address of Entity) _____ _____ _____ Phone: _____ Fax: _____ Email: _____ Website: _____			2. REMIT to ADDRESS (Mailing Address for Payments <i>COMPLETE ONLY IF DIFFERENT FROM MAIN ADDRESS</i>) _____ _____ _____ Phone: _____ Fax: _____ Email: _____ Website: _____		
3. CONTACT INFORMATION (All Purchase Orders Will Be Faxed and or Mailed to the Sales (Primary) Contact.)					
Contacts	Name/Title	Email	Telephone	Fax	
Sales (Primary):					
Sales (Secondary):					
President/VP:					
Other Contact:					
4. TYPE of FIRM (Check One)					
<input type="checkbox"/> Goods Only (Taxable)		<input type="checkbox"/> Services Only (Non-Taxable)		<input type="checkbox"/> Good and Services	
5. TYPE of ORGANIZATION (Check One)					
<input type="checkbox"/> Sole Proprietorship		<input type="checkbox"/> Partnership		<input type="checkbox"/> Corporation	
		<input type="checkbox"/> Limited Liability Corporation		<input type="checkbox"/> Non Profit or Church	
6. TAX INFORMATION (Check One and Provide Number)					
<input type="checkbox"/> Federal Tax ID _____ - _____			<input type="checkbox"/> Social Security Number _____ - _____ - _____		
7. TYPE of CONTRACTOR (Please specify the type that best depicts your company. <u>ONLY Check One TYPE.</u>)					
<input type="checkbox"/> A & E	<input type="checkbox"/> Advertising	<input type="checkbox"/> Asphalt/Concrete	<input type="checkbox"/> Automobile	<input type="checkbox"/> Construction	
<input type="checkbox"/> Consultant	<input type="checkbox"/> Electrical	<input type="checkbox"/> Electronics	<input type="checkbox"/> Employee	<input type="checkbox"/> General Contractor	
<input type="checkbox"/> Goods	<input type="checkbox"/> Hardware	<input type="checkbox"/> Instrumentation	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Painter	
<input type="checkbox"/> Plumber	<input type="checkbox"/> Printer/Copying	<input type="checkbox"/> Roofer	<input type="checkbox"/> Scientific	<input type="checkbox"/> Security	
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Student	<input type="checkbox"/> Surgical/Medical	<input type="checkbox"/> Telecom	
<input type="checkbox"/> Temp Staffing	<input type="checkbox"/> Other _____				
8. BUSINESS LICENSE NUMBERS (Provide your Business License Number and any Contractors License Numbers)					
<input type="checkbox"/> Business License Number _____		Expiration Date _____			
<input type="checkbox"/> California Contractor Number _____		Expiration Date _____			
<input type="checkbox"/> Other _____		Expiration Date _____			
9. CERTIFICATIONS (Does your business qualify under PCCD's Small Local Business Enterprise Program. See program guidelines.)					
<input type="checkbox"/> Yes I am a SLBE (Small Local Business Enterprise)		<input type="checkbox"/> Yes, I am SELBE (Small Local Emerging Business Enterprise)		<input type="checkbox"/> None	
10. NIGP CODES (Please review the attached Commodity Class ID listings and write in below the Code(s) that best suit your company.)					
Codes: _____					
I HEREBY CERTIFY THAT INFORMATION SUPPLIED HEREIN IS CORRECT,					
_____		_____		_____	
<i>Signature</i>		<i>Name/Title</i>		<i>Date</i>	

Peralta Community College District
Commodity/Class ID Listing

Please indicate which products and/or services your company can supply by checking the appropriate box(es). Upon receipt of both the Vendor Application and the completed Commodity/Class ID Listing, the Purchasing Division will send a detailed item list for each Commodity Category selected.

Company Name: _____

Class	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/> 020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/> 022	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
<input type="checkbox"/> 025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/> 031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="checkbox"/> 035	AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/> 037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.
<input type="checkbox"/> 040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE)
<input type="checkbox"/> 045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
<input type="checkbox"/> 050	ART EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 052	ART OBJECTS
<input type="checkbox"/> 055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.
<input type="checkbox"/> 060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
<input type="checkbox"/> 065	AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS
<input type="checkbox"/> 070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT
<input type="checkbox"/> 075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
<input type="checkbox"/> 085	BAGS, BAGGING, TIES, AND EROSION CONTROL EQUIPMENT
<input type="checkbox"/> 090	BAKERY EQUIPMENT, COMMERCIAL
<input type="checkbox"/> 095	BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 100	BARRELS, DRUMS, KEGS, AND CONTAINERS
<input type="checkbox"/> 105	BEARINGS (EXCEPT WHEEL BEARINGS AND SEALS -SEE CLASS 060)
<input type="checkbox"/> 110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL
<input type="checkbox"/> 115	BIOCHEMICALS, RESEARCH
<input type="checkbox"/> 120	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
<input type="checkbox"/> 125	BOOKBINDING SUPPLIES
<input type="checkbox"/> 135	BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIALS, AND STONE PRODUCTS
<input type="checkbox"/> 140	BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES
<input type="checkbox"/> 145	BRUSHES (NOT OTHERWISE CLASSIFIED)
<input type="checkbox"/> 150	BUILDER'S SUPPLIES
<input type="checkbox"/> 155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
<input type="checkbox"/> 160	BUTCHER SHOP AND MEAT PROCESSING EQUIPMENT
<input type="checkbox"/> 165	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
<input type="checkbox"/> 175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES

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Class	Description
<input type="checkbox"/> 180	CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)
<input type="checkbox"/> 190	CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)
<input type="checkbox"/> 192	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
<input type="checkbox"/> 193	CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)
<input type="checkbox"/> 195	CLOCKS, TIMERS, WATCHES, AND JEWELERS' AND WATCHMAKERS' TOOLS AND EQUIPMENT
<input type="checkbox"/> 200	CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED, WORK
<input type="checkbox"/> 201	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
<input type="checkbox"/> 204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
<input type="checkbox"/> 206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
<input type="checkbox"/> 207	COMPUTER ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
<input type="checkbox"/> 209	COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
<input type="checkbox"/> 210	CONCRETE AND METAL CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 220	CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
<input type="checkbox"/> 225	COOLERS, DRINKING WATER (WATER FOUNTAINS)
<input type="checkbox"/> 232	CRAFTS, GENERAL
<input type="checkbox"/> 233	CRAFTS, SPECIALIZED
<input type="checkbox"/> 240	CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES
<input type="checkbox"/> 245	DAIRY EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 250	DATA PROCESSING CARDS AND PAPER
<input type="checkbox"/> 255	DECALS AND STAMPS
<input type="checkbox"/> 260	DENTAL EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 265	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)
<input type="checkbox"/> 269	DRUGS AND PHARMACEUTICALS
<input type="checkbox"/> 271	DRUGS, PHARMACEUTICALS, AND SETS (FOR LARGE-VOLUME PARENTERAL ADMINISTRATION, INFUSION, IRRIGATION, AND TUBE FEEDING)
<input type="checkbox"/> 280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
<input type="checkbox"/> 285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
<input type="checkbox"/> 287	ELECTRONIC COMPONENTS, REPLACEMENT PARTS, AND ACCESSORIES: AND MISCELLANEOUS ELECTRONIC EQUIPMENT (NOT FOR TESTING OR ANALYZING -SEE 730)
<input type="checkbox"/> 290	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
<input type="checkbox"/> 295	ELEVATORS AND ESCALATORS, BUILDING TYPE
<input type="checkbox"/> 305	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
<input type="checkbox"/> 310	ENVELOPES, PLAIN OR PRINTED
<input type="checkbox"/> 315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
<input type="checkbox"/> 318	FARE COLLECTION EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 320	FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIES

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Class	Description
<input type="checkbox"/> 325	FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)
<input type="checkbox"/> 330	FENCING
<input type="checkbox"/> 335	FERTILIZERS AND SOIL CONDITIONERS
<input type="checkbox"/> 340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
<input type="checkbox"/> 350	FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
<input type="checkbox"/> 360	FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
<input type="checkbox"/> 365	FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
<input type="checkbox"/> 370	FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 375	FOODS: BAKERY PRODUCTS (FRESH)
<input type="checkbox"/> 380	FOODS: DAIRY PRODUCTS (FRESH)
<input type="checkbox"/> 385	FOODS, FROZEN
<input type="checkbox"/> 390	FOODS: PERISHABLE
<input type="checkbox"/> 393	FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS
<input type="checkbox"/> 395	FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
<input type="checkbox"/> 400	FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES
<input type="checkbox"/> 405	FUEL, OIL, GREASE AND LUBRICANTS
<input type="checkbox"/> 410	FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
<input type="checkbox"/> 415	FURNITURE: LABORATORY
<input type="checkbox"/> 420	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
<input type="checkbox"/> 425	FURNITURE: OFFICE
<input type="checkbox"/> 430	GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
<input type="checkbox"/> 435	GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
<input type="checkbox"/> 440	GLASS AND GLAZING SUPPLIES
<input type="checkbox"/> 445	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 450	HARDWARE AND RELATED ITEMS
<input type="checkbox"/> 460	HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL, AND GARDEN
<input type="checkbox"/> 465	HOSPITAL AND SURGICAL EQUIPMENT, INSTRUMENTS, AND SUPPLIES
<input type="checkbox"/> 470	HOSPITAL HANDICAP AND RELATED SPECIALIZED EQUIPMENT AND SUPPLIES: MOBILITY, SPEECH IMPAIRED, AND RESTRAINT ITEMS
<input type="checkbox"/> 475	HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUNDRY ITEMS
<input type="checkbox"/> 485	JANITORIAL SUPPLIES, GENERAL LINE
<input type="checkbox"/> 490	LABORATORY EQUIPMENT AND ACCESSORIES (FOR GENERAL ANALYTICAL AND RESEARCH USE): NUCLEAR, OPTICAL, AND PHYSICAL
<input type="checkbox"/> 493	LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
<input type="checkbox"/> 495	LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
<input type="checkbox"/> 500	LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES, PARTS AND SUPPLIES - COMMERCIAL

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Company Name: _____

Class	Description
<input type="checkbox"/> 505	LAUNDRY AND DRY CLEANING COMPOUNDS AND SUPPLIES
<input type="checkbox"/> 510	LAUNDRY TEXTILES AND SUPPLIES
<input type="checkbox"/> 515	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRICULTURAL APPLICATIONS)
<input type="checkbox"/> 520	LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 525	LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
<input type="checkbox"/> 530	LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
<input type="checkbox"/> 540	LUMBER AND RELATED PRODUCTS
<input type="checkbox"/> 545	MACHINERY AND HARDWARE, INDUSTRIAL
<input type="checkbox"/> 550	MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
<input type="checkbox"/> 555	MARKING AND STENCILING DEVICES
<input type="checkbox"/> 556	MASS TRANSPORTATION - TRANSIT BUS
<input type="checkbox"/> 557	MASS TRANSPORTATION - TRANSIT BUS ACCESSORIES AND PARTS
<input type="checkbox"/> 558	MASS TRANSPORTATION - RAIL VEHICLES AND SYSTEMS
<input type="checkbox"/> 559	MASS TRANSPORTATION - RAIL VEHICLE PARTS AND ACCESSORIES
<input type="checkbox"/> 560	MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS
<input type="checkbox"/> 565	MATTRESS MANUFACTURING MACHINERY AND SUPPLIES
<input type="checkbox"/> 570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS
<input type="checkbox"/> 575	MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 578	MISCELLANEOUS PRODUCTS
<input type="checkbox"/> 580	MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 590	NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 595	NURSERY STOCK, EQUIPMENT, AND SUPPLIES
<input type="checkbox"/> 600	OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES
<input type="checkbox"/> 605	OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES
<input type="checkbox"/> 610	OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
<input type="checkbox"/> 615	OFFICE SUPPLIES, GENERAL
<input type="checkbox"/> 620	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
<input type="checkbox"/> 625	OPTICAL EQUIPMENT, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS
<input type="checkbox"/> 635	PAINTING EQUIPMENT AND ACCESSORIES
<input type="checkbox"/> 640	PAPER AND PLASTIC PRODUCTS, DISPOSABLE
<input type="checkbox"/> 645	PAPER (FOR OFFICE AND PRINT SHOP USE)
<input type="checkbox"/> 650	PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT
<input type="checkbox"/> 652	PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 655	PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING GRAPHIC ARTS, MICROFILM, AND X-RAY)
<input type="checkbox"/> 658	PIPE AND TUBING
<input type="checkbox"/> 659	PIPE AND TUBING FITTINGS

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Company Name: _____

Class	Description
<input type="checkbox"/> 660	PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES
<input type="checkbox"/> 665	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 670	PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
<input type="checkbox"/> 675	POISONS: AGRICULTURAL AND INDUSTRIAL
<input type="checkbox"/> 680	POLICE EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 685	POULTRY EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 690	POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 691	POWER TRANSMISSION EQUIPMENT - ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC
<input type="checkbox"/> 700	PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)
<input type="checkbox"/> 710	PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.
<input type="checkbox"/> 715	PUBLICATIONS AND AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES, OR PRODUCTION)(SEE CLASS 785 FOR INSTRUCTIONAL AIDS)
<input type="checkbox"/> 720	PUMPING EQUIPMENT AND ACCESSORIES
<input type="checkbox"/> 725	RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 730	RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 735	RAGS, SHOP TOWELS, AND WIPING CLOTHS
<input type="checkbox"/> 740	REFRIGERATION EQUIPMENT AND ACCESSORIES
<input type="checkbox"/> 745	ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
<input type="checkbox"/> 750	ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
<input type="checkbox"/> 755	ROAD AND HIGHWAY EQUIPMENT AND PARTS: ASPHALT AND CONCRETE HANDLING AND PROCESSING
<input type="checkbox"/> 760	ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
<input type="checkbox"/> 765	ROAD AND HIGHWAY EQUIPMENT (EXCEPT ASPHALT, CONCRETE, AND EARTH HANDLING EQUIPMENT IN CLASSES 755 AND 760)
<input type="checkbox"/> 770	ROOFING
<input type="checkbox"/> 775	SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
<input type="checkbox"/> 780	SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
<input type="checkbox"/> 785	SCHOOL EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 790	SEED, SOD, SOIL, AND INOCULANTS
<input type="checkbox"/> 795	SEWING ROOM AND TEXTILE MACHINERY, AND ACCESSORIES
<input type="checkbox"/> 800	SHOES AND BOOTS
<input type="checkbox"/> 801	SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
<input type="checkbox"/> 803	SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.
<input type="checkbox"/> 805	SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
<input type="checkbox"/> 810	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, AND PAINT)
<input type="checkbox"/> 815	STEAM AND HOT WATER FITTINGS, ACCESSORIES, AND SUPPLIES
<input type="checkbox"/> 820	STEAM AND HOT WATER BOILERS AND STEAM HEATING EQUIPMENT

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Company Name: _____

Class	Description
<input type="checkbox"/> 825	STOCKMAN EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 830	TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND TYPES
<input type="checkbox"/> 832	TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
<input type="checkbox"/> 840	TELEVISION EQUIPMENT AND ACCESSORIES
<input type="checkbox"/> 845	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
<input type="checkbox"/> 850	TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS
<input type="checkbox"/> 855	THEATRICAL EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 860	TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
<input type="checkbox"/> 863	TIRES AND TUBES
<input type="checkbox"/> 864	TRAIN CONTROLS, ELECTRONIC
<input type="checkbox"/> 865	TWINE
<input type="checkbox"/> 870	VENETIAN BLINDS, AWNINGS, AND SHADES
<input type="checkbox"/> 875	VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
<input type="checkbox"/> 880	VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
<input type="checkbox"/> 883	VOICE RESPONSE SYSTEMS
<input type="checkbox"/> 885	WATER AND WASTEWATER TREATING CHEMICALS
<input type="checkbox"/> 890	WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
<input type="checkbox"/> 895	WELDING EQUIPMENT AND SUPPLIES
<input type="checkbox"/> 898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
<input type="checkbox"/> 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES
<input type="checkbox"/> 906	ARCHITECTURAL SERVICES, PROFESSIONAL
<input type="checkbox"/> 907	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
<input type="checkbox"/> 908	BOOKBINDING, REBINDING, AND REPAIRING
<input type="checkbox"/> 909	BUILDING CONSTRUCTION SERVICES, NEW
<input type="checkbox"/> 910	BUILDING MAINTENANCE AND REPAIR SERVICES
<input type="checkbox"/> 912	CONSTRUCTION SERVICES, GENERAL
<input type="checkbox"/> 913	CONSTRUCTION SERVICES, HEAVY
<input type="checkbox"/> 914	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
<input type="checkbox"/> 915	COMMUNICATIONS AND MEDIA RELATED SERVICES
<input type="checkbox"/> 918	CONSULTING SERVICES
<input type="checkbox"/> 920	DATA PROCESSING, COMPUTER, AND SOFTWARE SERVICES
<input type="checkbox"/> 924	EDUCATIONAL SERVICES
<input type="checkbox"/> 925	ENGINEERING SERVICES, PROFESSIONAL
<input type="checkbox"/> 926	ENVIRONMENTAL AND ECOLOGICAL SERVICES
<input type="checkbox"/> 928	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
<input type="checkbox"/> 929	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - AGRICULTURAL, and HEAVY INDUSTRIAL EQUIPMENT

**Peralta Community College District
Commodity/Class ID Listing**

Please indicate which products and/or services your company can supply by checking the appropriate box(es). Upon receipt of both the Vendor Application and the completed Commodity/Class ID Listing, the Purchasing Division will send a detailed item list for each Commodity Category selected.

Company Name: _____

Class	Description
<input type="checkbox"/> 931	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
<input type="checkbox"/> 934	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
<input type="checkbox"/> 936	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - GENERAL EQUIPMENT
<input type="checkbox"/> 938	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
<input type="checkbox"/> 939	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
<input type="checkbox"/> 940	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES - RAILROAD
<input type="checkbox"/> 941	EQUIPMENT MAINTENANCE, RECONDITIONING, REPAIR, AND RELATED SERVICES - POWER GENERATION
<input type="checkbox"/> 945	FISHING, HUNTING, TRAPPING, GAME PROPAGATION, AND RELATED SERVICES
<input type="checkbox"/> 946	FINANCIAL SERVICES
<input type="checkbox"/> 947	FORESTRY SERVICES
<input type="checkbox"/> 948	HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
<input type="checkbox"/> 952	HUMAN SERVICES
<input type="checkbox"/> 953	INSURANCE, ALL TYPES
<input type="checkbox"/> 954	LAUNDRY AND DRY CLEANING SERVICES
<input type="checkbox"/> 956	LIBRARY SERVICES (SEE CLASS 908 FOR BOOKBINDING, REBINDING, AND REPAIRING)
<input type="checkbox"/> 958	MANAGEMENT SERVICES
<input type="checkbox"/> 959	MARINE CONSTRUCTION SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR; RELATED MARINE SERVICES
<input type="checkbox"/> 961	MISCELLANEOUS SERVICES, NO. 1
<input type="checkbox"/> 962	MISCELLANEOUS SERVICES, NO. 2
<input type="checkbox"/> 965	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
<input type="checkbox"/> 966	PRINTING AND RELATED SERVICES
<input type="checkbox"/> 968	PUBLIC WORKS AND RELATED SERVICES
<input type="checkbox"/> 971	REAL PROPERTY RENTAL OR LEASE
<input type="checkbox"/> 975	RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTURAL, AIRCRAFT, AUTOMOTIVE, HEAVY EQUIPMENT, AND MARINE EQUIPMENT
<input type="checkbox"/> 977	RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
<input type="checkbox"/> 979	RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
<input type="checkbox"/> 981	RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT
<input type="checkbox"/> 983	RENTAL OR LEASE SERVICES OF EQUIPMENT - CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, AND TEXTILE EQUIPMENT
<input type="checkbox"/> 984	RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
<input type="checkbox"/> 985	RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
<input type="checkbox"/> 988	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
<input type="checkbox"/> 989	SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)

**Peralta Community College District
Commodity/Class ID Listing**

Please indicate which products and/or services your company can supply by checking the appropriate box(es). Upon receipt of both the Vendor Application and the completed Commodity/Class ID Listing, the Purchasing Division will send a detailed item list for each Commodity Category selected.

Company Name: _____

Class	Description
<input type="checkbox"/> 990	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
<input type="checkbox"/> 992	TESTING AND CALIBRATION SERVICES
<input type="checkbox"/> 998	SALE OF SURPLUS & OBSOLETE ITEMS

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II 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 or other U.S. person (defined below).

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. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

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 to 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.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct 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, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies 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 give a TIN to a payer. Certain penalties may also apply.