Union Public Schools
Independent School District No. 9
8506 E 61st Street
Tulsa, OK 74133-1926

Return this form to:
Union Purchasing Department
union.purchasing@unionps.org
fax: 918.357.6188

SUPPLIER APPLICATION
☐ NEW ☐ UPDATE

Questions:
918.357.6022

Complete, sign, and return this form along with a completed and signed copy of your IRS Form W-9.

Name (as shown on your income tax return)

Business Name/disregarded entity name (If different from above)

Address (number, street, and apt, or suite no.)

City, state, and ZIP code

Business Website
WWW.

Taxpayer Identification Number (TIN)

The TIN provided MUST match the name given on the 'Name' line to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number
☐☐ - ☐☐☐☐☐☐☐

Supplier Questionnaire

1. Under what former name(s) has your business operated under during the past seven (7) years?

2. Have you or your business been listed as a party excluded from Federal Procurement and/or non-procurement programs, an "Excluded Party," within the past three (3) years? ☐ NO ☐ YES

3. Are you or any principal or partner of this business a current employee of Union Public Schools or a relative of any employee or Union Board of Education member? ☐ NO ☐ YES
If YES, please specify relative's name and relationship:

4. Are you currently an active or retired member of the OK Teachers Retirement System (TRS)? ☐ NO ☐ YES
If YES, list school district (or entity) where you joined TRS:

5. If you are an Independent Contractor, please list two entities for whom you provide similar services:

6. Is your business a certified Minority Business Enterprise in the State of Oklahoma? ☐ NO ☐ YES

7. Does your business accept purchase orders? Union Terms & Conditions ☐ NO ☐ YES

Purchase Order Contact Information

Contact Name for Orders — Phone #

Mailing Address (number, street, and apt, or suite no.)

City, State, and ZIP code

Email address to send purchase order — Fax #

Remittance Information

Name to be printed on check — Phone #

Remittance Mailing Address

City, State, and ZIP code

Accounts Receivable Contact Name/email address — Fax #

Bid Contact Information

Contact Name for Bids — Phone #

Email address — Fax #

Do you want to be added to our bid list? Provide NIGP Commodity Codes for your line of business, and furnish a description of the goods and services your company provides. ☐ YES

Compliance and Agreement

By signing this supplier application form, you hereby agree to comply with the provisions of Title 70 O.S. §6-101.48 of the Oklahoma Statute incorporated herein by reference, which states that the supplier will not allow any employee of the entity, or of any subcontractor, to perform work or other contracted services on District premises if such employee is or has been convicted in this state, or another state, of any felony offense unless ten (10) years has elapsed, and is not currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Act. The terms and conditions on the front and reverse of the purchase order shall constitute the sole and exclusive terms and conditions between Union Public Schools and the seller. Demand for payment must be submitted on an itemized invoice to the Union Accounts Payable Department, 8506 E 61st St., Tulsa, OK, 74133. Email to accts.payable@unionps.org or fax to 918.357.6066.

I certify that all information provided is true and correct.

Signature — Title — Date

You are responsible for notifying Union Public Schools about changes in the above information.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

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

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	**Signature of U.S. person** ►	**Date** ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*