



Substitute **W-9**

**Taxpayer Identification Number (TIN) Verification**

*Print or Type*

Please see attachment or reverse for complete instructions.

This form can be made available in alternative formats to qualified individuals upon request.

|                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>➤ <b>Legal Name</b><br/>(as entered with IRS) <b>If Sole Proprietorship enter your Last, First MI</b></p>       | <p>➤ <b>Entity Designation</b> (check only one) <u><b>Required</b></u></p> <p><input type="checkbox"/> Individual / Sole Proprietor</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Limited Liability Company - Individual</p> <p><input type="checkbox"/> Limited Liability Company - Partnership</p> <p><input type="checkbox"/> Limited Liability Company - Corporation</p> <p><input type="checkbox"/> Governmental Entity</p> <p><input type="checkbox"/> Hospital Exempt from Tax or Government Owned</p> <p><input type="checkbox"/> Long Term Care Facility Exempt from Tax or Government Owned</p> <p><input type="checkbox"/> Trust/Estate</p> <p><input type="checkbox"/> All Other Entities (specify e.g. 501(c)(3), etc.)</p> |
| <p>➤ <b>Business Name</b><br/>If doing business as (DBA) or enter business name of Sole Proprietorship</p>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>➤ <b>Order Address</b> (where order should be mailed)<br/>PO Box or Number and Street, City, State, ZIP + 4</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>➤ <b>Remit Address</b> (where check should be mailed)<br/>PO Box or number and street, City, State, ZIP + 4</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>➤ <b>Exemptions</b></p> <p>Exempt payee code (if any):</p> <p>Exemption from FATCA reporting code (if any):</p> | <p>➤ <b>Taxpayer Identification Number (TIN)</b></p> <p>➤ <b>Check Only One</b> <u><b>Required</b></u></p> <p><input type="checkbox"/> Social Security Number (SSN)</p> <p><input type="checkbox"/> Employer Identification Number (EIN)</p> <p><input type="checkbox"/> Individual Taxpayer Identification Number for U.S. Resident Aliens (ITIN)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

➤ **Certification**  
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, AND
2. I am not subject to back up 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 back up 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.
3. I am a U.S. person (including a US resident alien).

|              |               |                  |
|--------------|---------------|------------------|
| Printed Name | Printed Title | Telephone Number |
| Signature    |               | Date (mm/dd/yy)  |

➤ **Optional Direct Deposit Information**

|                          |                                                                       |                                     |                      |
|--------------------------|-----------------------------------------------------------------------|-------------------------------------|----------------------|
| Your Bank Account Number | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings | Bank Routing Number (9-digit ABA #) | Name on Bank Account |
|--------------------------|-----------------------------------------------------------------------|-------------------------------------|----------------------|

THIS IS A:

☐ new direct deposit    ☐ change of existing (providing old banking information required to change existing)

|                         |                                    |                                                                            |
|-------------------------|------------------------------------|----------------------------------------------------------------------------|
| Old Bank Account Number | Old Routing Number (9-digit ABA #) | <b>You must provide the previous banking information to make a change.</b> |
|-------------------------|------------------------------------|----------------------------------------------------------------------------|

Required e-mail address (Please make this LEGIBLE)

If you provide an email address you will be sent electronic notification when a payment is issued. You will also receive a PIN for use when logging into the SD Vendor Self Service website at <http://bfm.sd.gov/vendor>. We will **NOT** share your email address with anyone or use it for any purpose other than communicating remittance information.

|                                                                                                                         |                 |       |                                 |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|-------|---------------------------------|
| <b>Information below to be completed by the State Agency. Vendor Number required for any new vendors added to SDAS.</b> |                 |       |                                 |
| State Agency:                                                                                                           | Agency Contact: | Date: | Vendor Number assigned by SDAS: |