

**Instructions**

Sections 1, 2, 3 (Name (Print) and Title) and 4 must be filled out electronically. Fill out by clicking on the fill in the blanks and type in the information. Section 3: Signature of a U.S. Person and Date must be hand-written. The form will be rejected if not filled out correctly.

Return completed form to U.S. Bank New Vendor Set-up via e-mail or US Postal Mail as indicated on the instruction page.

Vendor Number:

**Section I: W-9**

*Must be completed and returned for payments to be processed*

1 Name (as shown on your income tax return)

2 Business name/disregarded entity, if different from above

3 Address City State ZIP

4 Payment Remittance Address City State ZIP

5 Phone 6 Email 7 Federal Taxpayer Identification Number (TIN)\*

TIN Type (Check one)

Social Security Number  Employer Identification Number

\*MUST match the name given on line 1 to avoid backup withholding

8 Federal Tax Classification

- Individual/Sole Proprietorship or single-member LLC
- C Corporation

S Corporation

Partnership

Trust/Estate

Other, please specify \_\_\_\_\_

10 Exemptions

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

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

9 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P= Partnership) \_\_\_\_\_

Reference **Section 1: W-9 Information** for details regarding LLC and classification.

**Section 2: Payment Options**

Authorization Agreement for Automatic Deposits (ACH Credits)

I (We) hereby authorize U.S. Bank, on behalf of any affiliate for which it processes payments, hereinafter called COMPANY, to initiate credit entries to my (our) account indicated below and the depository/financial institution named below, hereinafter called BANK, to credit the same to such account.

E-mail address1 (to receive electronic remittance advices)

E-mail address2

**Checking Account Information** (Please attach a voided check or copy of a check with MICR coding)

Routing/ABA Number Account Number Bank Name Branch

City State ZIP Phone

Check this box if you are interested in the virtual credit card option.

This authority is to remain in full force and effect until COMPANY has received written notification from me (us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonably opportunity to act on it.

**Section 3: Certification**

Under penalties of perjury, I certify that:

1. The number show 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 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 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; and
4. The FACTA 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.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. An ink signature is required for this form to be processed. U.S. Bank's policy does not accept W-9 forms with electronic signatures, unless the electronic system is implemented and controlled by U.S. Bank. Please sign with an ink signature below.

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of a U.S. person \_\_\_\_\_ Date \_\_\_\_\_

**Section 4: MWBEs, DVBEs & DOBEs**

*Minority and Women Owned Business Enterprises (MWBE)* - U. S. Bank is committed to building relationships with certified MWBEs, defined as companies that are at least 51 percent owned, controlled and managed by one or more of the following categories - African American, Hispanic American, Asian Pacific American, Asian Indian American, Native American, Woman. Please include a copy of certification.

*Disabled Veteran Business Enterprise (DVBE)* - The law defines a disabled veteran as a United States military, naval or air service veteran with a service related disability of at least 10 percent. Please include a copy of certification.

*Disabled Owned Business Enterprise (DOBE)* - A disabled-owned business is a business that is at least 51 percent owned, controlled and operated by an individual or individuals who are disabled. Please include a copy of certification.

**Section 4: MWBE, DVBE & DOBE**

Is your company certified as a minority/ woman owned business?

No  Yes (if yes, a copy of your minority/woman owned certification MUST BE INCLUDED)

MWBE Business Status (check all that apply):

African American

Asian Pacific American

Native American

Hispanic American

Asian Indian American

Woman

Is your company certified as a Disabled Veteran Business Enterprise?

No  Yes (if yes, a copy of your DVBE certification MUST BE INCLUDED)

Is your company certified as a Disabled Owned Business Enterprise?

No Yes (if yes, a copy of your DOBE certification MUST BE INCLUDED)

This will certify to U.S. Bank that I have read the requirements cited on this form, and the company classification(s) I have selected above are true and correct. I will advise U.S. Bank if our classification should change.

# U.S. Bank W-9 & Related Information

*Form instructions*

**Vendor Number:** To be completed by U.S. Bank's Corporate Payables department.

**Section 1: W-9 information**

U.S. Bank requires your taxpayer identification number (TIN) to report on an information return the amount paid to you, or other income reportable on an information return. Please complete Section 1 in its entirety. A federal tax classification *must* be selected. If exemptions from backup withholding (exempt payee codes) or Foreign Account Tax Compliance Act (FATCA) reporting (FATCA reporting codes) apply to you, please ensure that the exemption code is entered. The FATCA reporting code is only for vendor invoices originated outside the U.S.

Exempt payee codes:	Exemption from FATCA reporting code:
<ul style="list-style-type: none"> <li>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)</li> <li>2 – The United States or any of its agencies or instrumentalities</li> <li>3 – A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities</li> <li>4 – A foreign government or any of its political subdivisions, agencies or instrumentalities</li> <li>5 – A corporation</li> <li>6 – A dealer in securities or commodities required to register in the United States, District of Columbia, or a possession of the United States</li> <li>7 – A futures in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession</li> <li>8 – A real estate investment trust</li> <li>9 – An entity registered at all times during the tax year under the investment Company Act of 1940</li> <li>10 – A common trust operated by a bank under section 584(a)</li> <li>11 – A financial institution</li> <li>12 – A middleman known in the investment community as a nominee or custodian</li> <li>13 – A trust exempt from tax under section 664 or described in section 4947</li> </ul>	<ul style="list-style-type: none"> <li>A – An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)</li> <li>B – The United States or any of its agencies or instrumentalities</li> <li>C – A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities</li> <li>D – A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)</li> <li>E – A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)</li> <li>F – A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state</li> <li>G – A real estate investment trust</li> <li>H – A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940</li> <li>I – A common trust fund as defined in section 584(a)</li> <li>J – A bank as defined in section 581</li> <li>K – A broker</li> <li>L – A trust exempt from tax under section 664 or described in section 4947(a)(1)</li> <li>M – A tax exempt trust under a section 403(b) plan or section 457(g) plan</li> </ul>

For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported.

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3. For a single-member owner, check the appropriate box 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 or the tax classification of its owner.

If the entity/person on line 1 is a(n)....	THEN check the box for...
<ul style="list-style-type: none"> <li>• Corporation</li> </ul>	Corporation
<ul style="list-style-type: none"> <li>• Individual</li> <li>• Sole proprietorship, or</li> <li>• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</li> </ul>	Individual/sole proprietor or single-member LLC
<ul style="list-style-type: none"> <li>• LLC treated as a partnership for U.S. federal tax purposes, LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</li> <li>• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</li> </ul>	Limited liability company and enter the appropriate tax classification (P=Partnership; C= C corporation; or S= S corporation)
<ul style="list-style-type: none"> <li>• Partnership</li> </ul>	Partnership
<ul style="list-style-type: none"> <li>• Trust/estate</li> </ul>	Trust/estate

**Section 2: Payment Options**

ACH, will allow U.S. Bank to pay you (vendor) through an automated electronic deposit into your preferred checking/savings account. *Please acquire your routing number and account number from a check (not from a deposit slip).* A virtual credit card options is also available should you already be a Visa acceptor. A remittance advice detailing the invoice number(s), date and dollar amount will be sent to you via e-mail (if provided) or by mail when the electronic payment has been sent to your account. If you are interested in the virtual credit card, contact us for more information at [corporatepayablesnewvendorgroup@usbank.com](mailto:corporatepayablesnewvendorgroup@usbank.com) .

**Submission**

Please submit the completed form to Corporate Payables New Vendor Group. U.S. Bank will not process pending invoices or Expense Check Requisitions without a properly completed W-9 form on file.

**E-mail**      [CorporatePayablesNewVendorGroup@usbank.com](mailto:CorporatePayablesNewVendorGroup@usbank.com)

