

Blue Ridge Unified School District # 32

VENDOR INFORMATION

| ORDER INFORMATION | REMITTANCE INFORMATION |
|---|--|
| Company Name: _____ | Company Name: _____ |
| Street Address: _____ _____ _____ | Street Address: _____ _____ _____ |
| Phone No. : _____ | Phone No. : _____ |
| Fax No. : _____ | Fax No. : _____ |
| Contact: _____ | Contact: _____ |
| P.O. Email: _____ | Remittance Email: _____ |
| Cooperative Contract Provider Name: _____ | Cooperative Contract Number: _____ |
| Tax Identification Number: _____ | Payment Method Preferred: <input type="checkbox"/> Commerce Credit Card Pay (see attached Vendor Worksheet to Sign Up) <input type="checkbox"/> Check Other _____ |
| <input type="checkbox"/> W-9 Received | |
| Notes: | |



Please return with your W-9

Attention Rhiannon Smith rsmith@brusd.org

Request for Taxpayer Identification Number and Certification

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

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

| | | |
|--|---|---|
| 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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| | 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.

Dear Valued Supplier:

We are excited to announce that we've partnered with Commerce Bank on our Accounts Payable. We invite you to sign up for our fast credit card payment option. All you need to participate is the ability to accept VISA credit card transactions and an email address to receive payment information at going forward.

By accepting your payment by credit card, your organization may:

- **Receive payments faster.** Credit card payments are generally faster than checks and there's no need for you to make trips to the bank.
- **Increase fraud protection.** You will receive a virtual, single-use credit card number, which you don't need to store, and can only be used for the transaction specified within the remittance email.
- **Simplify reconciliation.** You'll receive detailed electronic remittance information in a secure email to properly identify the invoice(s) being paid.

What you need to know:

For each payment we issue, you will receive a single-use VISA credit card number and all remittance detail for the payment. You will process it the same as any other credit card payment when you don't have the physical card present. For example, you might select "card not present" and then complete the transaction on your point-of-sale (POS) terminal.

What you have to do?

- Pick up the phone! A Commerce Bank representative will be reaching out to you to determine payments options.

Or

- Reach out to Linda Haynes at ap@brusd.org or call us at 928-368-6126 ext 1112 with the email address(es) you would like to receive payments at.

If credit card is not an option with your company, please let us know and we will have a Commerce Bank representative reach out regarding other payment options.

Sincerely,

Blue Ridge USD



Vendor Worksheet

Payment Method

Our business is working with Commerce Bank to streamline our Accounts Payable program. Our preferred method of payment is with a Visa Virtual credit card.

How It Works

Once an invoice is approved for payment, the system will send an email remittance to your designated inbox that will contain the invoice information, as well as a link with a one-time use virtual Visa card. Your Accounts Receivables Department will then be able to key the card information into your credit card processing system. If you require to keep a card number on file, please indicate that on this page and we will accommodate.

➤ Vendor Name & Phone Number: _____

➤ Physical & Mailing Address (if different): _____

➤ Please indicate if your business is able to accept Visa for payment: **Yes** **No**

➤ If yes, are there any fees or limitations to paying this way? **Yes** **No**

- If there are fees or limitations, please provide details:

➤ Email address or fax number that the virtual card remittances should be directed to:

Please return information to: ap@brusd.org and rsmith@brusd.org

Payment Type Change Request

Payment Method

Our business is working with Commerce Bank to streamline our Accounts Payable program. Our preferred method of payment is with a Visa Virtual credit card.



How It Works

Once an invoice is approved for payment, the system will send an email remittance to your designated inbox that will contain the invoice information, as well as a link with a one-time use virtual Visa card. Your Accounts Receivables Department will then be able to key the card information into your credit card processing system. If you require to keep a card number on file, please indicate that on this page and we will accommodate.

- Vendor Name & Phone Number: _____
- Please indicate if your business is able/willing to accept Visa for payment: **Yes** **No**
- If yes, are there any fees or limitations to paying this way? **Yes** **No**
 - If there are fees or limitations, please provide details: _____
- Email address or fax number that the virtual card remittances should be directed to: _____