

# SUBSTITUTE W-9 AND NEW VENDOR SETUP FORM

In order to be added to the District's vendor file to receive orders and payments, this form must be completed.

**RETURN TO:**

Purchasing Department  
 Pueblo School District 60  
 315 W. 11<sup>th</sup> Street  
 Pueblo, CO 81003

**1. VENDOR IDENTIFICATION INFORMATION**

VENDOR NAME (PAY TO:)	
Another name for vendor? (AKA, DBA)	
PHONE NUMBER	
FAX NUMBER	
WEB SITE ADDRESS	
REP. NAME & EMAIL	

**2. VENDOR BUSINESS LOCATION(s). Complete column B & C only if different from column A.**

LOCATION	(A) 1099 ADDRESS	(B) ORDERING ADDRESS	(C) REMIT ADDRESS
Street Address			
PO Box			
City			
State, Zip Code			

**3. TAXPAYER IDENTIFICATION NUMBER**

Social Security Number	Federal Employer Identification Number

**4. KIND OF ORGANIZATION (Check only one)**

1) Individual/Sole Proprietorship (1099) 2) Corporation/Professional Services group (1099 if Med) 3) Government Agency 4) Partnership (1099)	5) Non-Profit 6) Limited Liability Corporation (LLC) (1099) 7) Professional Services Group (1099, Med, Rental, Royalty) 8) Other
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**5. CLASSIFICATION OF WORK PERFORMED (Check all that apply) (internal Use – code "7" unless noted otherwise)**

Architect & Engineers	General Supplier	Professional service	Tradesman (crafts)
Advertising	Maintenance/Repair services	Public relations firms	Transportation Services
Consultants	Medical /Physicians (6-1099)	Rental/leasing (1-1099)	Travel Services
Food/Food services	Manufacturer	Training Services	Other Services

**6. COLORADO PERA INFORMATION REQUIREMENT**

List on an attachment all person(s), (owner/principals, subcontractors, employees) who will be providing services to the District while receiving retirement income from the Colorado State PERA system. If non, check here:\_\_\_\_\_.

**Certification:** under penalties of perjury, I certify the Tax ID Number/other information shown is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date