



State of Arizona Substitute W-9 & Vendor Authorization Form

Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to an Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

Type of Request (Must select at least ONE)

- New Request
 New Location (Additional Address ID)
 Change (Select the type(s) of change from the following:
- Tax ID
 Legal Name
 Entity Type
 Minority Business Indicator
 Main Address
 Remittance Address
 Contact Information

Taxpayer Identification Number (TIN) (Provide ONE Only)

Social Security Number (SSN) OR Federal Employer Identification Number (FEIN)

Entity Name (* Must Provide Legal Name. Must match SSN or FEIN given. If Individual or Sole Proprietorship enter First, Middle, Last Name.)

Legal Name*

DBA Name

Entity Type (Must Select One of the Following)

- Individual/Sole Proprietor or single-member LLC (6I)
 An international organization or any of its agencies/instrumentalities (5U)
 Corporation (5A)
 The US or any of its political subdivisions or instrumentalities (2G)
 Partnership (5C)
 A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)
 Limited liability company (LLC) including Corporations & Partnerships (5A)
 Other: Tax Reportable Entity (5P)
 Description
 Other: Tax Exempt Entity (5H)

Minority Business Indicator (Must select one of the following)

- Small Business (01)
 Small, Woman Owned Business- Hispanic (31)
 Minority Owned Business- African American (04)
 Small Business- African American (23)
 Small, Woman Owned Business- Native American (33)
 Minority Owned Business- Asian (32)
 Small Business- Asian (24)
 Small, Woman Owned Business- Other Minority (11)
 Minority Owned Business- Hispanic (74)
 Small Business - Hispanic (25)
 Woman Owned Business (03)
 Minority Owned Business- Native American (15)
 Small Business- Native American (27)
 Woman Owned Business- African American (17)
 Minority Owned Business- Other Minority (02)
 Small Business- Other Minority (05)
 Woman Owned Business- Asian (18)
 Non-Profit, IRC §501(c) (88)
 Small, Woman Owned Business (06)
 Woman Owned Business- Hispanic (19)
 Non-Small, Non-Minority or Non-Woman Owned Business (00)
 Small, Woman Owned Business- African American (29)
 Woman Owned Business- Native American (21)
 Small, Woman Owned Business- Asian (30)
 Woman Owned Business- Other Minority (08)
 Individual, Non-Business (00)

Veteran Owned Business? YES NO

Main Address (Where tax information and general correspondence is to be mailed)

Address

City State Zip code

Remittance Address (Where payment is to be mailed) Same as Main

Address Line 1

Address Line 2

City State Zip code

Vendor Contact Information

Name Title

Phone # Ext. Fax Email

Certification Exempt from backup withholding

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. person (including U.S. resident alien).

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 certification required to avoid backup withholding.

Signature Title Date

Return completed form to the state agency with whom you do business, for review and authorization.

STATE OF ARIZONA AGENCY USE ONLY - AGENCY AUTHORIZATION

VENDOR: DO NOT WRITE BELOW THIS LINE

State HRIS EIN Print Name Signature

AGY Title Phone # Email Date

STATE OF ARIZONA GAO USE ONLY

VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

IRS TIN Matching
 HRIS
 Other
 Vendor Number
 Processed by
 Date Processed