

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) American Payroll Institute, Inc.	
	Business name/disregarded entity name, if different from above D. B. A. American Payroll Association	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input checked="" type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 660 N Main Ave Ste 100		Requester's name and address (optional)
City, state, and ZIP code San Antonio, TX 78205		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
1	3	-	3	1	2	4	0	6	3

Part II Certification

- Under penalties of perjury, I certify that:
- 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
 - 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
 - I am a U.S. citizen or other U.S. person (defined below).

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 on page 4.

Sign Here Signature of U.S. person ▶ *Kand L. Novak*

Date ▶ *2011*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**BUSINESS INFORMATION CERTIFICATION
And W-9 Information**

**American Payroll Institute, Inc.
D.B.A. American Payroll Association
www.americanpayroll.org**

ADDRESS: 660 N. Main, Ste. #100
San Antonio, TX 78205-1217

DUNS #: 10-111-4668
NAICS #: 813920

Federal Identification Number: 13-3124063
SIC #: 8621

Nature of Organization: Non-Profit Corporation 501c6
Exempt from 1099 reporting.
Business Indicator: x Small Business < 100 employees

Product or Service Provided: Services and Materials

Contact Information:

Barbara Vander, Director of Accounting and Membership Services
Phone: (210) 226-4600 Fax: (210) 222-8534
bvancer@americanpayroll.org

Membership Services
Phone (210) 224-6406 Fax: (210) 224-6038
membershipservices@americanpayroll.org

Kandy Novack, Collections Specialist
Phone: (210) 281-3977 Fax: (210) 630-4384

We comply with all applicable state and federal equal opportunity employer laws and regulations.

Payments may be made by Check, Visa, Master, Discover or American Express.
Type of currency needed for payment is US Dollars.

I certify under penalty that the information I have provided is correct. The Supplier by its signature affixed hereto declares under penalty of perjury that this information contained herein is true and correct (Government regulations). I certify under penalty of perjury that the Tax Identification Number I have provided is correct (IRS regulations).

Name: Kandy L. Novack Title: Collections Specialist

Signature: *Kandy L. Novack* Phone: (210) 226-4600