



**Central Council**  
**Tlingit & Haida Indian Tribes of Alaska**  
 Finance Department  
 9097 Glacier Hwy  
 Juneau, Alaska 99801  
 Fax: 1-888-922-2520 Email: financerequests@ccthita-nsn.gov

**Request for Vendor Setup**

(This form is used in lieu of the W9 form published by the Internal Revenue service)

**All required forms must be completed and signed before payment is issued**

**New**     **Update**

<b>Legal Name</b> (as shown on your tax return)	<b>Social Security Number</b>
<b>Business Name</b> (if different from above)	<b>EIN</b> (for businesses)
<b>Mailing Address:</b> _____  <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	<b>Telephone Number:</b> ( ) _____  <b>Email Address:</b>

**VENDOR TYPE**

<b>Non Taxable</b>		<b>1099 Vendor (Taxable)</b>	
<input type="checkbox"/> Client	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Landlord	<input type="checkbox"/> Daycare Provider
<input type="checkbox"/> Employee	<input type="checkbox"/> Corporation	<input type="checkbox"/> Attorney	<input type="checkbox"/> Medical Provider
<input type="checkbox"/> Council Delegate	<input type="checkbox"/> Government	<input type="checkbox"/> Sole Proprietor/Partnership	
<input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Other (specify)	

**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 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 US person (including a US Resident alien)

Certification instructions: You must cross out 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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Penalties**

**Failure to furnish TIN:** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50.00 for each such failure unless your failure is due to a reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding:** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500.00 penalty.

**Criminal penalty for falsifying information:** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs:** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Finance Only	
Debarment Certification:	Date