

Gloucester City Board of Education  
1300 Market Street  
Gloucester City, New Jersey 08030  
Phone: (856) 456-7000

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Dear Valued Vendor:

Please provide the following documentation to the Gloucester City School District which is required by the district of all vendors in order to process requisitions or payments:

- Completed IRS Form W-9-Request for Taxpayer Identification Number
- NJ Business Registration Certificate

Your documentation may be provided by fax, mail or email:

Mail to: Gloucester City Board of Education  
Attn.: Accounts Payable  
1300 Market Street  
Gloucester City, NJ 08030

Email: [tshore@gcsd.k12.nj.us](mailto:tshore@gcsd.k12.nj.us)

If you have any questions, please contact Accounts Payable at 856-456-7000 ext. 2162.

Thank you in advance for your prompt attention to this matter.

Sincerely,

GLOUCESTER CITY BOARD OF EDUCATION

Note: You may visit the Gloucester City School District Website Business Office section for a blank IRS Form W-9 or for the web link to the NJ Business Registration Certificate on line registration and inquiry site where either a new or an existing BRC may be obtained.

District Website: [www.gcsd.k12.nj.us](http://www.gcsd.k12.nj.us)

# 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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Gloucester City Board of Education</b>	
2 Business name/disregarded entity name, if different from above <b>Gloucester City High School</b>	
3 Check appropriate box for federal tax classification; 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) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	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 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.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
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or									
Employer identification number									
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## 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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? on page 2.*

- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
  2. Certify that you are not subject to backup withholding, or
  3. 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, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



State of New Jersey  
Department of the Treasury

## Division of Revenue and Enterprise Services

**OBTAINING PROOF OF REGISTRATION**

If you plan on conducting business with the State or any New Jersey county, municipality, local board of education, charter school, county college, authority, or state college or university, you will be required to be registered with the New Jersey Division of Revenue. In addition, you may be required to submit as part of a public bid or prior to issuing a purchase order a copy of the "proof of registration certificate" to the contracting agency.

 **To register:** Businesses including sole proprietors and general partnerships must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- [Register online](#). Click the "online" link and then select "Register for Tax and Employer Purposes."
- Download the [paper form and instructions](#)
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

**Note:** If you operate a corporation, limited partnership, limited liability company or limited liability partnership and have a physical presence in this state, you must obtain legal authority to operate in the State of New Jersey before registering for tax and employer purposes. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For [more information](#) on this subject or call 609.292.9292.


**Registering as an individual or as an unincorporated construction contractor:** There is a simplified registration process for individuals doing business with any New Jersey government agency. If you have no tax or employer obligations, you may file [Form NJ-REG-A](#) which may be downloaded.

You may also use Form NJ-REG-A if you are an unincorporated construction contractor performing services (Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2) in NJ and need to register with the Division of Revenue.

To obtain a copy by mail, call 609.292.9292, or write to the Division of Revenue's Client Registration Bureau at PO Box 252, Trenton, NJ 08646-0252.

**Questions about the registration process?** Call 609.292.9292.

**How do I receive the proof of registration certificate?**

 **New Registrants.** When completing Form NJ-REG, make sure you answer "Yes" to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.

**Previously Registered Businesses.** You may [obtain a certificate online](#) by using your ID number for this quick process. You may also [submit a request by e-mail](#). Be sure to include the business identification number, and the business name and address in the text of your message. If you write to PO Box 252, Trenton, NJ 08646-0252, please allow 15 to 20 working days to receive your certificate. Alternately, you may visit the Division's Client Registration Bureau in person and request a certificate. The address is 33 West State St 5th Fl, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays excluding holidays.

**What information does the proof of registration contain?** The certificate displays the following information: Business Name, Trade Name (if applicable), Business Address, Contractor Certification Number (state issued), Certification Issuance Date, and Effective Date (business start date in New Jersey as entered on Form NJ-REG).

- [Getting Registered](#)
- [Registering for Tax Purposes](#)

**Last Updated:** Monday, 11/30/15



OPRA | Open  
Public Records Act



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