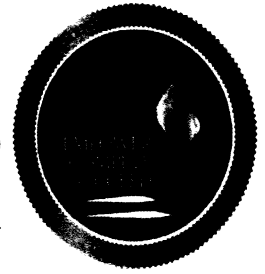


CALHOUN COUNTY PUBLIC SCHOOLS

Finance Department



Vendor Notification
Accounts Payable/Purchasing Department
125 Herlong Avenue/Post Office Box 215
St. Matthews, SC 29135

To: All vendors of the School District of Calhoun County:

The School District of Calhoun County is governed by a uniformed purchasing procedure, which require that a Purchase Order be issued for all services, equipment and supplies prior to ordering or shipping them; therefore, vendors are cautioned not to make deliveries to any District principal, administrator or District site without having an authorized Purchase Order in his or her possession.

There will be **NO** purchasing contract between the School District of Calhoun County and any vendor unless a Purchase Order has been issued prior. **If a Purchase Order has not been done prior, the district sheds all responsibility for payment.** If an order has been sent to any District location without a Purchase Order, it will be considered a gift or an RMA tag must be sent to ship it back at the vendor's expense.

Failure to adhere to the noted procedure may lead to a disbarment of doing business with the District.

If you agree to the terms listed above and feel your company will be able to adhere to them, please sign below and email to svogt@ccpsonline.net, mail to Calhoun County Schools, Attn: Sherra Vogt, PO Box 215, St. Matthews, SC 29135 or fax to (803) 655-5787.

I would like to thank you for the interest in the School District of Calhoun County. Should you have any questions, please feel free to contact me.

Sincerely,

Sherra Vogt, Senior Accountant

cc: Rusty Brunson, Chief Financial Officer
Dr. Ferlondo Tullock, Superintendent

Signature: _____ Date: _____

Company/Individual Name: _____

125 Herlong Avenue
Post Office Box 215
St. Matthews, SC 29135

Phone: 803-655-7310
Fax: 803-655-5787

Vendor Information Sheet

For Purchasing:

Name of Company: _____

Address: _____

City _____ State _____ Zip Code _____

Customer Service Phone No: _____

Fax Number: _____

Contact Name: _____

PO Email Address: _____

For Payments:

Remit to Address:
(if different from above)

City _____ State _____ Zip Code _____

If your company has the capability of receiving an ACH payment, please complete below.

Bank Name: _____

Bank Routing No: _____

Account No: _____

Remittance Advice email address: _____

Please complete this sheet and the attached W-9 Form and return them to Calhoun County Schools, Attn: Sherra Vogt, PO Box 215, St. Matthews, SC 29135 or email svogt@ccpsonline.net or fax to (803) 655-5787.

If you have any questions, please contact Sherra Vogt at (803) 655-2629.

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

- ☐ Individual/sole proprietor or single-member LLC
- ☐ C Corporation
- ☐ S Corporation
- ☐ Partnership
- ☐ Trust/estate
- ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- ☐ 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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

			-								
--	--	--	---	--	--	--	--	--	--	--	--

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); and
- 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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.