STATE OF NEW JERSEY W-9/QUESTIONNAIRE INSTRUCTIONS

The enclosed form is required by the State of New Jersey's Comprehensive Financial System, and must be completed by vendors/payees who intend to do business with the State of New Jersey or by New Jersey State employees who are seeking reimbursement for travel or training expenses. Please answer ALL questions and print clearly. If you have questions or need assistance completing the form, please contact vendor control at (609) 633-8183 or via email: AAIUNIT@treas.state.nj.us.

PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Part One is a W-9 form as required by the Internal Revenue Service to verify the name, address, and federal identification number for vendor/payees who may receive a 1099.

For questions 1-4:

If there is <u>no preprinted data</u>, populate the form with the vendor/payee's name (as shown on your tax return), address, city, state, and zip code, and sign and date the form under question number five.

If the form <u>contains preprinted data</u> and the preprinted information <u>is</u> correct, sign and date the form under question five.

If the form <u>contains preprinted data</u> and the preprinted information <u>is not</u> correct, cross out the incorrect data and make any changes immediately to the right of the preprinted information and sign and date the form under question five.

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code that best describes the primary business function from the choices provided.

2. Print the name, phone number, and e-mail address of the primary contact person for the vendor listed in Part One.

If you are an employee of the State of New Jersey or manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire (Questions three and four).

3. Enter the principle activity of your organization from the choices provided.

4. Enter the code that best describes your organization from the choices provided.

SUBMISSION OF THE STATE OF NEW JERSEY W-9/QUESTIONNAIRE

Mail or fax completed forms to The Office of Management and Budget (OMB):

OMB-Vendor Control Unit PO Box 221 Trenton, NJ 08625-0221

Fax: (609) 984-5210

ACCESSING YOUR ACCOUNT INFORMATION

Details regarding specific payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. To access VPI, users must first create a 'MyNewJersey' portal account.

Begin by logging onto the State of New Jersey's web page, http://www.state.nj.us and creating a log in and password (click on the 'register' link under the 'home' tab). Once the 'MyNewJersey' portal account has been established, users will have to sign up for the VPI application by clicking the 'enroll here' button on our website, https://www20.state.nj.us/TYM_VPI/

The online tutorial for VPI can be found at https://www20.state.nj.us/treasry/omb/TYM_VPI/docs/gettingstarted.pdf

VPI provides two years of historical data (such as issuing agency, payee reference, payment amount, payment date, etc) and allows for the review of scheduled payments.

STATE OF NEW JERSEY

W-9/QUESTIONNAIRE	
THE STATE OF NEW JERSEY REQUIRES THE FOLLOWING INFORMATION TO ESTABLISH YOUR NAME, ADDRESS AND TAXPA INFORMATION IS USED TO POPULATE AND MAINTAIN THE STATE'S VENDOR/PAYEE FILE AND MUST BE COMPLETED B	
IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED AND RETURNED. FOR ADDITIONAL INFORMATION CALL (609) 633-8183 OR EMAIL: AAIUNIT@TREAS.STATE.NJ.US	Return completed form to: OMB VENDOR CONTROL PO BOX 221
PART I. V REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION	TRENTON, NJ 08625 or FAX: (609) 984-5210
1. Name (as shown on your tax return):	
Doing business as (if different than name):	
2. Address line 1:	
Address line 2:	
3. City: State: Zip:	
If the above contains preprinted data that is incorrect, cross it out and write the correct information immedia	itely next to it.
4. Taxpayer Identification Number (TIN) Enter your TIN below and select the type of number listed.	
	CURITY NUMBER R IDENTIFICATION NUMBER
5. 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 n (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by 	
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 the	hat I am no longer subject to
backup withholding, and (3) I am a U.S. citizen or other US person as defined by the IRS.	
Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject	-
underreported interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage inter abandonment of secured property, cancellation of debt, contributions to an IRA, and generally payments other than interest or	
sign the certification, but you must provide your correct TIN.	dividends, you are not required to
Sign Signature Date	
Here PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE	
 Enter the code from the list below that best describes your primary business function: VENDORS 	
VG=VENDORS WHO SELL OR MANUFACTURE GOODS HC=HEALTHCARE SERVICES (NON ST	TATE AGENCIES)
VS=VENDORS WHO RENDER SERVICE OR RECEIVE RENT PAYMENTS LG=LEGAL SERVICES	ATE AGENCIES
CS=CONSTRUCTION VENDORS WHO RENDER SERVICES CG=CONSTRUCTION VENDORS WHO	SELL OR MANUFACTURE GOODS
GOVERNMENT ENTITIES	
AC=AUTHORITY/COMMISSION CF=CONFIDENTIAL FUND PC=PETTY CASH SD=SCHOOL DISTRICT FA=FEDE CM=COUNTY/MUNICIPALITY EP=NJ STATE EMPLOYEE SA=STATE AGENCY WB=WELFARE BOARD CU=STAT	
OTHER VENDORS	,
OT=OTHER VENDOR (PLEASE SPECIFY)	
2. Primary Contact Information (ALL FIELDS ARE REQUIRED):	
Name: Phone: Email:	
Please check here if you are interested in receiving information about payments by direct deposit.	
IF YOU ARE A NJ STATE EMPLOYEE, NJ MANAGER OF A CONFIDENTIAL FUND OR PETTY CASH FUND, DO NOT ANSWER THE BALAI	NCE OF THE QUESTIONAIRE.
3. What is the principle activity of your organization?	
M=MANUFACTURING H=HEALTH RELATED SERVICE C=CONSTRUCTION L=LEGAL S=SERVICE G=GOVERNMENT O=OTHER (PLEASE SPECIFY)	
 Enter the code from the list below that best describes your organization 	
C=CORPORATION I=INDIVIDUAL P=PARTNERSHIP L= LIMITED LIABILITY COMPANY	
IMPORTANT: ANSWER ALL QUESTIONS (PRINT CLEARLY OR TYPE)	