

# ATTACHMENT D

Substitute Form  
**W-9**

## 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.	Legal Name (as reported on your Income tax return)		
	Business Name, if different from above		
	Check appropriate box:	<input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation — Do you provide medical services? <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Partnership <input type="radio"/> General <input type="radio"/> Limited <input type="checkbox"/> Other Groups of Individuals <input type="checkbox"/> Government (or Government Operated) Entity <input type="checkbox"/> Organization Exempt from Tax under Section 501(a) — Do you provide medical services? <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	City, state, and ZIP code		<b>AURARIA HIGHER EDUCATION CENT</b> Accounting and Business Services Campus Box B P.O. Box 173361 Denver, CO 80217-3361
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 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 reverse side.

Check here if you DO NOT have a SSN or EIN, but have applied for one.

See reverse side for information on *How to Obtain a TIN*. Licensed Real Estate Broker?  Yes  No

Social Security number
OR
Employer identification number

### 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. person (including a U.S. resident alien).

**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 reverse side.)

<b>Sign Here</b>	Name (Print or Type) _____ Title (Print or Type) _____
	Authorized Signature _____ Date _____ Phone _____

By signing above, I understand that any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, women-owned or Veteran or Service-Disabled Veteran-Owned Small Business concern in order to obtain a contract awarded under the Small Business Act shall 1) be punished by imposition of fine, imprisonment or both, 2) be subject to administrative remedies including suspension and debarment, and 3) be ineligible for participation in programs conducted under the Authority of the Act.

#### Required Federal Business Classification Information

- |  |               |             |
|--|---------------|-------------|
| <b>Large Business Concern:</b> Dominant in field of operations per Federal Acquisitions Circular (FAC 9.201)   | (LBC)         | Y ___ N ___ |
| <b>Small Business Concern:</b> Independently owned and operated, and meets industry size and receipt requirements for small businesses per SBA13 CFR 121, Section 3 of the Small Business Act.                                     | (SBC)         | Y ___ N ___ |
| <b>Woman-Owned Small Business:</b> Is a small business and at least 51% owned and controlled by one or more women who are U.S. citizens and have active involvement in day-to-day operations.                                      | (WOSB)        | Y ___ N ___ |
| <b>Small Disadvantaged Business:</b> SBA certified; minimum 51% owned, controlled and operated day-to-day by one or more socially and economically disadvantaged individuals.*   | (SDB)         | Y ___ N ___ |
| <b>Historically Black Colleges/Universities and Minority Institutions:</b>   | (HBCU/MI)     | Y ___ N ___ |
| <b>HUB Zone Small Business:</b> SBA certified; is small and is located in an "historically underutilized business zone" and is owned and controlled by one or more US citizen(s) and at least 35% of employees reside in HUB zone. | (HUB Zone SB) | Y ___ N ___ |
| <b>Veteran-Owned Small Business:</b> Is a small business and is at least 51% owned, controlled and has active involvement in day-to-day operations by one or more U.S. veterans.   | (VOSB)        | Y ___ N ___ |
| <b>Service-Disabled Veteran-Owned Small Business:</b> VOSB and with a disability that is service connected; may include spouse/caregiver of veteran with permanent or severe disabilities.   | (SDVOSB)      | Y ___ N ___ |

\*SDB Ethnicity Definitions (Please check one): African American \_\_\_; Hispanic American \_\_\_; Native American (American Indian, Eskimo, Aleut & Native Hawaiian) \_\_\_; Asian-Pacific American \_\_\_; Asian-Indian American \_\_\_.