

This form is required in lieu of IRS W-9 and State of California Form 204 when doing business with the State of California. Government entities, federal, state and local (including school districts) are not required to submit this form.

**Part I Vendor Business and Contact Information**

1 Vendor Name (Sole Proprietor - Please Enter Owner's Full Name)

2 Doing Business As (DBA)

3 Address (number, street, and apt. or suite no.)

5 Phone Number

4 City, state, ZIP code and Country

6 Fax Number

7 Sales Personnel

8 Sales Personnel Email

9 Accounts Receivable Personnel

10 Accounts Receivable Personnel Email

11 Accepted Payment Methods (Check all that apply)

ACH  Check  Credit Card

12 Discount Offered for Prompt Payment?

Yes  No Payment Terms: \_\_\_\_\_

**Part II Entity and Certification**

1 Check appropriate box for federal tax classification; check only one of the following six boxes:

- Individual/sole proprietor or single-member LLC  Partnership  Corporation  Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_
- Other (please specify) ▶ \_\_\_\_\_

3 Certification (Check if applicable)

- CA Certified DVBE
- CA Certified Small Business
- CA Certified Micro Business

2 Check appropriate box which best describes your primary business with CSU East Bay:

- Equipment / Supplies  Legal Services  Royalties
- Services other than Medical  Legal Settlements  Interest
- Medical Services  Prizes / Awards  Rent
- Other (please specify) ▶ \_\_\_\_\_

OSDS Certification No. ▼

**Part III Taxpayer Identification Number (TIN) Note: Payment will not be processed without an accompanying taxpayer I.D. number.**

If vendor entity type is a corporation, partnership, estate or trust, enter FEIN.

If vendor entity type is individual or sole proprietor, enter SSN. Authority of Revenue and Taxation Code Section 18646 (See Page 2)

Federal Employer Identification Number

or

Social Security Number

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**Part IV Vendor Residency Declaration Note: All payments made by the University are subject to Federal and California state tax laws.**

1 California State Tax Withholding Status (See Page 2 for instructions) (Applies to all vendors):

- California Resident - Qualified to do business in CA or have a permanent place of business in CA
- California Nonresident (Payments for services by nonresidents may be subject to state withholding) ▶
  - A waiver of CA state tax withholding from the California Franchise Tax Board (attached)
  - All services related to the payment were performed **outside** of the state of California

2 Federal Income Tax Withholding Status (Applies to individuals only):

- I am a US citizen
- I am a permanent resident alien and I have a green card
- I am **not** a US citizen and I **do not** have a permanent resident alien green card ▶
  - Tax exempt by tax treaty (check if applicable)
  - Country of Residency ▶ \_\_\_\_\_

Note: All foreign citizens/entities must complete a tax analysis before payments can be made

**Part V Certification**

I hereby certify under penalty of perjury under the laws of the State of California that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.

Name		Date		Phone Number	
Sign Here ▶		Title			

## ARE YOU A RESIDENT OR A NONRESIDENT?

Each corporation, individual/sole proprietor, partnership, estate or trust doing business with the State of California must indicate their residency status along with their vendor identification number.

A **corporation** will be considered a “resident” if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For **individuals/sole proprietors**, the term “resident” includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For withholding purposes, a **partnership** is considered a resident partnership if it has a permanent place of business in California.

An **estate** is considered a California estate if the decedent was a California resident at the time of death and a **trust** is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call .....1-800-852-5711  
From outside the United States, call .....1-916-854-6500  
From hearing impaired with TDD, call .....1-800-822-6568

## ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to income tax withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no California tax withholding is required if total payments to the vendor are \$1500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed **form FTB 587** to the address listed below. A waiver will generally be granted when a vendor has a history of filling California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board  
Withhold at Source Unit  
Attention: State Agency Withholding Coordinator  
P.O. Box 651  
Sacramento, CA 95812-0651  
Telephone: (916) 845-4900  
FAX: (916) 845-4831

**If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.**

**FOREIGN CITIZENS and FOREIGN BUSINESS**  
**Federal tax withholding regulations differ significantly from California tax withholding requirements. A tax analysis consultation and additional forms may be required before a payment can be released.**

## PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109. The TIN for individual and sole proprietorships is the Social Security Number (SSN).

It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31 % withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement.

Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in Part I.