

**HARVARD UNIVERSITY**

OFS Accounts Payable, 1350 Massachusetts Avenue, Rm. 380  
Cambridge, MA 02138

**Return Completed Form to:**

The Harvard Box Office  
1350 Massachusetts Avenue  
Cambridge, MA 02138  
FAX: 617-496-6094

**W-9**

Date: \_\_\_\_\_

**ENTER THE NAME AND ADDRESS OF THE VENDOR ABOVE**

The Internal Revenue Service requires that we have a Tax Identification Number (TIN) on file for any company that we pay. However, we have no record of a TIN for your firm. A TIN is the federal Employer Identification Number or a U. S. Social Security Number.

Please fill in the information below, check all applicable boxes, sign and return this letter in the enclosed envelope. If you have any questions, please call (617) 495-3786.

**TIN:**

**Employer ID# (EIN):**    \_\_\_ - \_\_\_ - \_\_\_\_\_

**Social Security # (SSN):**    \_\_\_ - \_\_\_ - \_\_\_\_\_

\_\_\_ U.S. Corporation    \_\_\_ Foreign Corporation    \_\_\_ Professional Corporation

\_\_\_ Individual / Partnership    \_\_\_ Non Incorporated Company

\_\_\_ Municipal, State or Gov't Agency    \_\_\_ 501 Not-for-Profit Entity

Please provide the true name of the business/person that the TIN belong to, if different from above:

\_\_\_\_\_

Under penalties of perjury, I certify that the number shown on this form is my correct TIN and that the responses provided therein are true and accurate.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print name and title of person responding & Telephone Number

Note: Internal Revenue Service policy states that if a requestor gives you a form other than a W-9 to request your TIN, you must use the requestors form (see W-9 form). This form is a replacement for the IRS W-9 form.