



Vendor Number

Required in lieu of IRS W-9 Form and State of California Form 204 when conducting business with California State University, Chico.
PURPOSE: Information contained in this form will be used to prepare information returns (Form 1099) and for withholding on payments to nonresident payees. Prompt return of this fully completed form will prevent delays when processing payments. (See page 2 for more information and privacy statement)
NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form; there are times when this information helps identify correct payee.

PAYEE INFORMATION

For Business: Payee's Legal Business Name:

For Individual: Payee's Full Name as shown on SSN or ITIN:

Mailing Address (Number and Street or P.O. Box Number):

City: State: ZIP:

Phone Number: Fax Number: Email Address:

PAYMENT TYPE *(Select applicable classification)*

Equipment/Supplies	Medical Services	Rent	Interest	Attorney Fees	Legal Settlement
Non-Med Services	Prizes/Awards	Royalties	Travel Reimb	Other	

PAYEE ENTITY AND TAX I.D. NUMBER (TIN) *Payment will not be processed without an accompanying taxpayer I.D. number.*

If you use your Social Security / ITIN number to file your individual/business taxes:

Individual/Sole Proprietor *Social Security/ITIN*

If you use a Federal Tax Identification Number (TIN) to file your business taxes:

Exempt Corporation Medical Corporation Legal Corporation (Attorney / Law Firm)

Estate Or Trust All Other Corporations Partnership/Limited Liability Company

PAYEE RESIDENCY DECLARATION *All payments made by the university are subject to federal and California state tax laws.*

Is the payee or the beneficiary of the payment a U.S. citizen or permanent resident alien? *(Applies to all payees)*

Yes No *(If No, you must contact Accounts Payable for further information)*

California state tax withholding status *(applies to all payees)*

California Resident *(Qualified to do business in CA or a permanent place of business in CA)*

Nonresident *(See Reverse)*
Payments to nonresidents for services may be subject to state withholding.

Waiver of state withholding from Franchise Tax Board attached

Services performed outside of California/goods only sold to California

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 Green Card. Please provide W8-BEN.

CERTIFYING SIGNATURE

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

Authorized Payee Representative's Name Title

Signature Date Telephone Number



REQUIREMENT TO COMPLETE THE PAYEE DATA RECORD (PDR). A completed PDR is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated PDR on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the PDR may elect not to do business with the state. If the payee does not complete the PDR and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

PAYEE INFORMATION. Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships and single member limited liability companies (LLCs) must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN. The mailing address should be the address at which the payee chooses to receive correspondence. The business address is the address of the business' physical location.

PAYMENT TYPE: Check only **one** box that classifies the nature of general payment type.

PAYEE ENTITY AND TAX I.D. NUMBER: The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Payees must provide **one** of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships, single member LLC (disregarded entities), and individuals is the SSN or ITIN. Only partnerships, estates, trusts, corporations, and LLCs (taxed as partnerships or corporations) will enter their FEIN.

PAYEE RESIDENCY DECLARATION: ARE YOU A CALIFORNIA RESIDENT OR NONRESIDENT?

A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.

A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.

For individuals and 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 that 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.

Payments to all nonresidents may be subject to withholding. Nonresident payees 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 withholding is required if total payments to the payee are \$1,500 or less for the calendar year.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900
For hearing impaired with TDD, call: 1-800-822-6268

E-mail address: wscs.gen@ftb.ca.gov
Website: www.ftb.ca.gov

CERTIFYING SIGNATURE: Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.

PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their 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.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup 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 that business.