

Form **W-9**

Commonwealth of Virginia
Substitute W-9 Form

Revised July 2014

Request for Taxpayer Identification Number and Certification



Section 1 - Taxpayer Identification

<input type="checkbox"/> Social Security Number (SSN) <input checked="" type="checkbox"/> Employer Identification Number (EIN) <div style="text-align: center; font-family: monospace; font-size: 1.2em;"> 5 4 0 5 0 5 9 6 5 </div>	<p>Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number. The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.</p>		
Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions) <div style="text-align: center; font-family: monospace; font-size: 1.2em;"> 0 5 6 9 1 5 0 6 9 </div>	Legal Name:	University of Richmond	
		Business Name:	
Entity Type		Entity Classification	
<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Estate <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> S-Corporation <input checked="" type="checkbox"/> C-Corporation <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> VA Local Government <input type="checkbox"/> Federal Government <input type="checkbox"/> VA State Agency	<input type="checkbox"/> Medical Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> OTH Government <input type="checkbox"/> Other
Exemptions (see instructions) Exempt payee code (if any): <u>1</u> (from backup withholding) <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Exemption from FATCA reporting code (if any): <hr style="width: 10%; margin-left: auto; margin-right: 0;"/>			

Section 2 - Certification

Contact Information			
Legal Address: 28 Westhampton Way	Name:	Laurie F. Melville - AVP and Controller	
	Email Address:	lmelvill@richmond.edu	
City: Richmond State: VA Zip Code: 23173	Business Phone:	(804) 289-8162	
Remittance Address:	Fax Number:		
	Mobile Phone:		
City: State: Zip Code:	Alternate Phone:		

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. citizen or other U.S. person (defined later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 instructions titled Certification

Printed Name:	Laurie F. Melville	
Authorized U.S. Signature:	<i>Laurie F. Melville</i>	Date: 04/08/2016