



NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBSTITUTE FORM W-9
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION
(IRS FORM W-9 WILL NOT BE ACCEPTED IN LIEU OF THIS FORM) *DENOTES A REQUIRED FIELD

Part 1: Vendor Information

1. *Legal Business Name:	2. Business Name/DBA/Disregarded Entity Name, if different from Legal Business Name:
3. *Entity Type and Limited Liability Company (LLC) Classification (LLC Classification only required for LLC Business Entity)	
*Entity Type (Only Choose 1) ☐ Individual (SSN) ☐ Sole Proprietorship (SSN or EIN) ☐ Non-Profit Agency (EIN) ☐ Partnership (EIN) ☐ Trust/Estate (SSN or EIN) ☐ Governmental Agency (EIN) ☐ Corporation (EIN) ☐ Other: _____	LLC Classification (Only Choose 1 if applicable) ☐ Disregarded Entity ☐ Partnership ☐ C-Corporation ☐ S-Corporation

Part 2: Taxpayer Identification Number & Taxpayer Identification Type

4. *Tax ID –type and enter your 9-digit ID number (SSN, EIN, ITIN) DO NOT USE DASHES: See Instructions		
☐ Social Security Number (SSN)	☐ Employer Identification Number (EIN)	☐ Individual Taxpayer ID (ITIN)
5. Ariba Network Identification Number (ANID)	6. DOA eVP Location Number	

Part 3: Address Information

7. *Ordering/Physical Address	8. *Remittance Address
*Address Line 1:	*Address Line 1:
Address Line 2:	Address Line 2:
*City:	*City:
* State:	* State:
* Zip Code:	* Zip Code:

Part 4: Vendor/Supplier Primary Contact Information

*Primary Contact Name:	*Primary Contact Title:
*Primary Contact Phone Number:	*Primary Contact Email Address:

Part 5: Certification And Exemption From Backup Withholding

Under penalties or perjury, I certify that: - The number shown on this form is my correct taxpayer identification number. - I am a U.S. citizen or other U.S. person, and (Check one only) ☐ I am not subject to backup withholding. I am (a) exempt from back up 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), or ☐ I am subject to backup withholding. I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, and I have not been notified by the IRS that I am no longer subject to back withholding.	
*Printed Name:	*Printed Title:
*Authorized Signature:	*Date:

PART 6: AGENCY USE ONLY: MUST BE COMPLETED BY NCDOT REQUESTOR

Is this an Ariba Supplier: Yes ☐ No ☐	DOT Requestor Name:	Division/Unit:
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North Carolina Department of Transportation

Instructions for Completing Substitute Form W 9

North Carolina Department of Transportation (NCDOT) must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. North Carolina Department of Transportation uses the Substitute Form W-9 to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor database and to avoid backup withholding. We ask for the information on the Substitute Form W-9 to carry out the Internal Revenue laws of the United States. You are required to give us the information.

Any payee/vendor who wishes to do business with North Carolina Department of Transportation must complete the Substitute Form W-9. The NCDOT Substitute Form W-9 is the only acceptable documentation. We will not accept IRS Form W-9.

Part 1: Vendor Information

1. **Legal Business Name:** For individuals, enter the name of the person who will do business with NCDOT as it appears on the Social Security card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names.
2. **Business name/disregarded entity name, if different from Legal Business Name:** Enter your DBA name or another name your entity is known by.
3. **Entity Type:** Check the Entity Type doing business with NCDOT. If a Limited Liability Company (LLC) check the applicable LLC Classification.

Part 2: Taxpayer Identification Number (TIN) and Taxpayer Identification Type

The TIN provided must match the name in the "Legal Business Name" box to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, refer to IRS W-9 instructions for additional information. For other entities, it is your employer identification number (EIN). If you do not have a number or if the account is in more than one name, refer to IRS W-9 instructions for additional information.

1. **Taxpayer Identification Number:** Enter your nine-digit Social Security Number, Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN).
2. **Taxpayer Identification Type:** Check the type of identification number provided.

Ariba Network Identification Number is assigned when suppliers/vendors register on the Ariba Network. See on boarding vendor packet.

eVP Customer Location number is provided when registered through E-Procurement -DOA. See on boarding vendor packet.

Part 3: Address Information

1. **Ordering Address:** Enter the address where purchase orders should be sent. Please note that purchase orders will be sent.
2. **Remittance Address:** Enter the address where payments, 1099s, if applicable, and official correspondence should be mailed. This will become the default address.

Part 4: Vendor Primary Contact Information

Please provide contact information for an executive at your organization. This individual should be the person who makes legal and financial decisions for your organization. Name, phone number and email address are required.

Part 5: Certification And Exemption From Backup Withholding

Check the appropriate box indicating your exemption status from backup withholding. Individuals and sole proprietors are not exempt from backup withholding. Corporations are exempt from backup withholding for certain types of payments. Refer to IRS Form W-9 instructions for additional information. The signature should be provided by the individual, owner, officer, legal representative, or other authorized person of the entity listed on the form. Certain exceptions to the signature requirement are listed in the IRS instructions for form W-9.

1. According to IRS Regulations, NCDOT must withhold 24% of all payments if a payee/vendor fails to provide NCDOT its certified TIN. The Substitute Form W-9 certifies a payee/vendor's TIN.