

# **VENDOR DATA RECORD**

Vendor #: \_\_\_\_\_\_ For SSU Use Only

Required in lieu of IRS W-9 when doing business with the State of California (SSU Rev. 02-2017)

Clear Form

	Sonoma State University	PURPOSE: Information contained in this form		
Section 1	Financial Services - Accounts Payable	will be used by state agencies to prepare information Returns (Form 1099) and for		
200.0.0.1	1801 East Cotati Ave, -Salazar Hall	withholding on payments to nonresident payees.		
Contact Info:	Rohnert Park, CA 94928	Prompt return of this fully completed form will		
	Phone: (707)664-2619 Fax: (707) 664-400	prevent delays when processing payments. (See Privacy Statement on reverse)		
	Vendor's Legal Business Name or Sole Proprietor's Full Na	()		
S 4: 2	DBA, Trade, or Single Member LLC Name (if applicable):	Phone:		
Section 2				
Name and	Mailing Address (Street and Number or P.O. Box #):	Fax:		
Address				
	City, State and Zip Code:	Email:		
	☐ Individual ☐ C Corporation ☐ S Corporation ☐ I	Partnership		
	☐ Limited Liability Company (LLC) ☐ Estate/T			
Section 3	Single Member LLC (check IRS tax classification below):			
Vendor	☐ Individual (provide SSN/EIN for <u>individual</u> (not LLC), individual's name on line 1 section 2, and LLC name on line 2 section 2) ☐ Corporation (provide EIN for LLC, provide LLC name on line 1 section 2. Do not provide individual's name or SSN)			
Entity Type	Multiple Member LLC (check IRS tax classification below):			
	Partnership Corporation (for either type, provide EIN for LLC below, and provide LLC name on line 1 section 2.			
Taxpayer	Individual/Sole Proprietor – Social Security Number/ITIN Federal Employer Identification Number (FEIN):			
Identification				
Number		or   -		
	V W V V V V V V V V V V V V V V V V V V			
	Note: When taxpayer ID is not provided or does not match IRS records, payment may be subject to backup withholding requirements.  Check the Box that Describes Your Primary Business			
Section 4	Services: (Non-Medical)			
Vendor	(No services are provided)			
Activity	Services: (Medical/Health Care)			
	Check All Boxes That Apply to Federal Income Tax Withholding Status			
	☐ I am a U.S. Citizen or a ☐ U.S. corporation, partners	_		
	I am a Permanent Resident Alien and I have a Green Car	-		
	☐ I am <u>not</u> a U.S. Citizen and I do <u>not</u> have a Permanent Resident Green Card  (Foreign Nationals in this category <u>must</u> complete the "Foreign National Data Collection Form" and IRS <u>W-8BEN</u> before payment)			
Section 5				
Section 5	Foreign corporation, partnership, trust, estate or other foreign entity (Must attach IRS W-8BEN-E)			
Vendor	<b>Note:</b> Services performed outside the U.S. do not require federal tax withholding; however, invoice must state "All services were provided outside the U.S."			
Residency Status For	Check All Boxes That Apply to California Income Tax Withholding Status			
Tax Purposes	California Resident - Maintains a permanent place of business in CA at the address shown above or is qualified through			
_	California Resident - Maintains a permanent place of bu	silless in CA at the address shown above of is qualified unlough		
	the California Secretary of State (S	OS) to do business in CA		
	the California Secretary of State (S			
	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not re	OS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All		
	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not re services were provided outside the state of CA." F	(OS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must		
	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not re services were provided outside the state of CA." F allocate those services using FTB form 587 (see re	dOS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must werse side).		
Section 6	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not re services were provided outside the state of CA." F	ANOS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must verse side).  BY CSU?		
Section 6	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not reservices were provided outside the state of CA." Fallocate those services using FTB form 587 (see reservice) Are you (Vendor) or any of your employees employed by the If yes, provide employee name(s) and relationship as an attal	OS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must verse side).  e CSU?		
	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not reservices were provided outside the state of CA." Fallocate those services using FTB form 587 (see reservice) Are you (Vendor) or any of your employees employed by the If yes, provide employee name(s) and relationship as an attal	OS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must verse side).  e CSU?		
Section 7	the California Secretary of State (S  California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not reservices were provided outside the state of CA." Fallocate those services using FTB form 587 (see reservices using FTB form 587 (see reservices) and relationship as an attandation of Authorized Vendor Representative's Name (Print):  Date	Anon-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must verse side).  Be CSU?  Yes No chment to this form.  Title:		
	the California Secretary of State (S California Non-resident (see reverse) – Payments to CA  Note: Services performed outside of California do not reservices were provided outside the state of CA." Fallocate those services using FTB form 587 (see reservices using FTB form 587 (see reservices, provide employee name(s) and relationship as an attance Authorized Vendor Representative's Name (Print):  Date  By checking this box, I hereby certify under penalty of the California Authorized Vendor Representative's Name (Print):	OS) to do business in CA non-residents may be subject to state income tax withholding quire state tax withholding; however, invoice must state "All or services performed both inside and outside of CA, you must verse side).  e CSU?		



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#### Are you a California resident or nonresident?

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

A **corporation** is 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.

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, 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.

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 information on residency status, contact 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 1-916-845-6500 For hearing impaired with TDD, call 1-800-822-6268 Website – www.ftb.ca.gov

## Are you subject to California nonresident tax withholding?

Payments made to California nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to California income tax withholding. California 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 withholding is required if total payments to the payee are \$1,500 or less for the calendar year.

A California nonresident vendor may request that income tax withholding be waived by sending a completed form FTB 588 to the FTB at the address below. A waiver will generally be granted when a payee has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, the vendor should complete FTB form 587, allocating where the services were performed and submit the form directly to SSU.

A California nonresident vendor may request a reduction in the standard 7% income tax withholding amount by sending a completed form FTB 589 to the FTB at the address below, or by completing the form online at www.ftb.ca.gov. If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.

For more information, contact the Franchise Tax Board: Withholding Services and Compliance Section P.O. Box 942867
Sacramento, CA 94267-0651
Telephone from within the U.S.: 1-888-792-4900
Telephone from outside the U.S.: 1-916-845-4900

Fax: (916) 845-9512 Email: wscs.gen@ftb.ca.gov

### Foreign Individuals and Foreign Businesses

Federal tax withholding regulations differ significantly from California's tax withholding requirements. A tax analysis is required and all foreign individuals must complete the "Foreign National Data Collection Form" to determine U.S. residency status. Failure to complete the form may require up to 30% federal tax withholdings from payment. For more information, refer to the IRS website for nonresident withholding at <a href="http://www.irs.gov/Individuals/International-Taxpayers/NRA-Withholding">http://www.irs.gov/Individuals/International-Taxpayers/NRA-Withholding</a>.

### **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 Revenue and Taxation Code Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietorships is their 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 is subject to withholding and state law imposes noncompliance penalties 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 SSU Accounts Payable at 707-664-3833.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement. All other questions should be referred to the requesting department listed in section 1.

# **VOLUNTARY STATISTICAL DATA SHEET** Information to be used for reporting purposes only

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology. This information shall not be collected until after the contract award is made. The completion of this form is **strictly voluntary**.

The data you provide on this form should best describe the *ownership of your business*. Ownership of a business should be determined as follows:

- For a business that is an sole proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who "owns" the business.

For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.

Ethnicity/Minority Classification As defined in Public Contract Code Section 2051 (c)							
☐ Asian-Indian — a person whose origins are from India, Pakistan, or Bangladesh.							
☐ Black	□ Black – a person having origins in any of the Black racial groups of Africa.						
☐ <b>Hispanic</b> – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.							
□ Native American – an American Indian, Eskimo, Aleut, or Native Hawaiian.							
Pacific Asian – a person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas							
☐ Other — Any other group of natural persons identified as minorities in the respective project specifications of an awarding department or participating local agency.							
Race Classification         As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at http://www.whitehouse.gov/omb/fedref/1997standards.html							
	American Indian or Alask	a Native		Asian			
	Black or African America	1		Native Hawaiian or Other Pacific Islander			
	l Other			White			
Gender Classification							
	Female		☐ Male				
Sexual Ori	entation Classification			As defined by Public Contract Code 10111(f)			
	Lesbian	Bisexual					
	<b>l</b> Gay	☐ Transgende	er				
ITEMS BELOW TO BE COMPLETED BY STATE AGENCY/DEPARTMENT ONLY							
☐ Goods	3	☐ Services		Construction			
	Total Contract Purchase: Contract Award Date:						

DGS VSDS (Rev 07/17)