
MUNDELEIN



HIGH SCHOOL

Dear Partner,

In an effort to ensure Mundelein Consolidated High School District 120 has the most up to date information from our partners, please complete the enclosed Vendor Form and W-9 Form and return via email to the Accounts Payable Department at aparola@d120.org. Also enclosed is an ACH form if you are interested in setting up electronic payments with the district. Please don't hesitate to reach out with any questions. You can reach our Accounts Payable Department at 847.949.2200 ext.1223.

Thank you for your prompt response.

Mundelein Consolidated High School Accounts Payable Department



Vendor Request Form

Prior to processing a payment for goods and/or services a Vendor Request form must be completed and submitted to the Accounts Payable Department. Completed forms provide the necessary information for use internally by District personnel, as well as for federal and state reporting purposes.

Mailing Address

Vendor Name: _____

Vendor Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Purchasing Contact Information

Contact Person: _____ Phone Number: _____

Email address: _____ Fax Number: _____

Business Classifications*

Are you certified as a Small Business under SBA guidelines? ☐ Yes ☐ No

Are you certified as a Minority owned business? ☐ Yes ☐ No

Are you certified as a Female owned business? ☐ Yes ☐ No

Are you certified as a Veteran owned business? ☐ Yes ☐ No

Are you certified as owned by Person with Disabilities? ☐ Yes ☐ No

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

Please mail, email or fax this form with your signed W-9 to:

Mundelein High School
Accounts Payable
1350 West Hawley St.
Mundelein, IL. 60060
aparola@d120.org
FAX: 847-388-4770

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	Exempt payee code (if any) _____
<input type="checkbox"/> C Corporation	Exemption from FATCA reporting code (if any) _____
<input type="checkbox"/> S Corporation	(Applies to accounts maintained outside the U.S.)
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) _____	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

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 below); 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 the instructions for Part II, later.

Sign Here	Signature of U.S. person _____	Date _____
-----------	--------------------------------	------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

MUNDELEIN



HIGH SCHOOL

VENDOR ACH PAYMENT ENROLLMENT FORM

In order to expedite payment to our vendors, Mundelein Consolidated High School District 120 is moving to ACH payment of vendors. Please complete all fields of the enrollment form to direct deposit your electronic payment. If you have any questions, please feel free to contact Amanda Parola in our Accounts Payable Office at 847-949-2200 ext. 1223, or via email at aparola@d120.org.

Company Name: _____ Phone Number: _____

Company General Email Address: _____

Company Website: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Payment Contact Name: _____

Payment Contact Phone number: _____

Payment Contact Email Address: _____

Account Information

Social Security Number- or- FEIN: _____

Check one:

☐

Checking Account

☐

Saving Account

Vendor Company ID: _____

Routing Number: _____

Account Number: _____

I (we) hereby authorize the Mundelein Consolidated High School District 120 to initiate credit entries to such account. This authority remains in full force and effects until Mundelein Consolidated High School District 120 has received written notification from me of its termination in such time and in such manner, as afford the district and bank a reasonable opportunity to act on it.

Authorized Signature: _____ *Date:* _____*Printed Name:* _____ *Title:* _____