Purchasing Department

116 West Jefferson Street
Thomasville, Georgia 31799
229-225-4100

November 18, 2026
INVITATION TO BID
Office Supplies
January 1, 2027-December 31, 2027

You are invited to submit a sealed bid for providing the following **Office Supplies** for the Thomas County Board of Commissioners. Attached are the general conditions, standard instructions, bid specification, and bid form. Variation from the given specifications should be noted on the bid form with an explanation of said variation(s) attached. Bids are to be marked with bidder's name and address and labeled: "**Bid for Office Supplies"** and mailed or delivered to the following address no later than 2:00 p.m.; local time, Thursday, December 17, 2026.

Deadline for receiving bids:	12/17/2026 (date)	2:00 p.m. (time)
Bid opening:	12/17/2026 (date)	2:00 p.m. (time)
Committee Review:	1/05/2027 (date)	8:30 a.m. (time)
Tentative Award Date:	1/12/2027 (date)	9:30 a.m. (time)

Address all bids to:

THOMAS COUNTY BOARD OF COMMISSIONERS
SEALED - Bid for "Office Supplies"
ATTN: PURCHASING DEPARTMENT
P.O. Box 920
116 West Jefferson Street, Room 220
Thomasville, Georgia 31799

Any inquiries concerning this bid should be made to Nisha Thurman, Purchasing, at the above location or at (229) 225-4100. Nisha.Thurman@thomascountyga.gov.

PLEASE CALL OR E-MAIL CONFIRMATION OF RECEIPT OF THIS INVITATION TO BID

GENERAL CONDITIONS

No bids received after said time or at any place other than the time and place stated in the notice will be considered. Bids will be awarded in whole or in part.

WITHDRAWAL OF BID:

A bidder may withdraw his bid before the expiration of the time during which bids may be submitted without prejudice to the bidder, by submitting a written request of withdrawal to the Thomas County Board of Commissioners, Purchasing Department.

REJECTION OF BID:

Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation or product of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Thomas County that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected, the successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that neither a commissioner nor Chairman of Thomas County has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS TO BIDDERS

1. The written specifications contained in this bid will not be changed or superseded except by written addendum from Thomas County. Failure to comply with the written specifications for this bid may result in disqualification by Thomas County.

2. All goods and materials will be F.O.B. Thomas County Board of Commissioners and departments located within the county - no freight or postage charges will be paid by Thomas County unless such charges are included in the bid price.

3. All bids must be sealed, received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place without consideration, regardless of the postmark. Thomas County accepts no responsibility for mail delivery.

4. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid package to Thomas County, the first page of your bid package should be the Bid Form listing price, delivery, etc. unless the bid form is requested to be in a separate sealed envelope.

5. No bids received after said time or at any place other than the time and place stated in the notice will be considered.

6. Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.

7. Telephone bids will not be accepted unless stated in invitation.

8. No sales tax will be charged on any orders. Thomas County is exempt as outlined by Georgia State Law.

9. Bidders will state delivery time after receiving order.

10. Unless otherwise stated, all bids submitted will be valid and may not be withdrawn for a period of 90 days from the due date of the bid.

11. The results will be e-mailed to all bidders after the tabulation is completed. Results of the bids will not be available orally.

12. All responses must be submitted on the provided bid format. Exception from this format will not be accepted. Any offeror who believes that the bid format is unclear shall submit all questions upon receipt.

2027 Office Supply Bid
Jan 1, 2027 – December 31, 2027

Category	Description	Quantity/ Box	Item Order #	Price
Sticky Notes	1 ½ x 2	12 pads/pk		
	3 x 3	12 pads/pk		
	3 x 5	12 pads/pk		
Correction Tapes & Fluid	Correction tape Single line disposable	1		
	Correction fluid Multi-purpose	1		
Tape	Invisible tape, refill roll ¾" x 1296"	10 rolls		
	Clear Sealing Tape (Packing Tape)	1 roll		
	Tape dispenser	1		
Glue	Med Glue Stick	1 stick		
	Lg. Glue Stick	1 stick		
Legal Notepads	White 5x8 legal pads	12 pads/pk		
	Yellow 5x8 legal pads	12 pads/pk		
	White 8 ½ x 11 legal pads	12 pads/pk		
	Yellow 8 ½ x 11 legal pads	12 pads/pk		
	White 8 ½ x 14 legal pads	12 pads/pk		
	Yellow 8 ½ x 14 legal pads	12 pads/pk		
Steno Books	Green tint 70 pg.	12/pk		
Phone Message Books	4 up 400 sets	1		
	Message pads "While You Were Out" 4x5 pink	12		
Index Cards	3 x 5 ruled	100		
	3 x 5 unruled	100		
	4 x 6 ruled	100		
	4 x 6 unruled	100		
	3x5 Laser & Inkjet Avery 5388	150		
Clasp & Coin Envelopes	#3 2 ½ x 4 ¼ Coin Envelopes	1000		
	#7 3 ½ x 6 ½ Coin Envelopes, gummed	500		
	#35 5 x 7 ½	100		

Category	Description	Quantity/ Box	Item Order #	Price
	#55 6 x 9	100		
	#63 6 ½ x 9½	100		
	#75 7½ x10½	100		
	#90 9 x 12	100		
	#93 9½ x12½	100		
	#97 10 x 13	100		
	#110 12 x 15 ½	100		
	10 X 13 Interdepartmental	100		
Envelopes	#9 plain white	500		
	#9 window	500		
	#10 plain white	500		
	#10 window	500		
Envelope Moisteners	Envelope moistener	1		
Fingertip Moisteners	Fingertip moisteners	1		
	Rubber Fingertips, medium	12		
Dividers/ Sheet Protectors	5-tab dividers, clear tabs	1 set		
	5-tab dividers, asst color tabs	1 set		
	8-tab dividers, clear tabs	1 set		
	Pre-printed tab dividers A-Z leather style	1 set		
	Top loading sheet protectors, clear 8 ½ x 11	100		
	Side loading Sheet protectors, clear 8 ½ x 11	25		
File Folders	1/3 cut letter size, manila	100		
	1/3 cut letter size, red	100		
	1/3 cut letter size, green	100		
	1/3 cut letter size, blue	100		
	1/3 cut letter size, assorted	100		
	1/3 cut legal size, manila	100		
	1/3 cut legal size, blue	100		
	1/3 cut legal size, green	100		
	1/3 cut legal size yellow	100		
	Smead ET2-1522L, end tab 1/2 cut, manila	100		
	Smead 152-5L, guide height 2/5 cut, manila	100		
	Smead ET2-153L, end tab 1/3 cut, manila	100		
Pocket Folders	2-pocket folders, green, letter size	25		

Category	Description	Quantity/ Box	Item Order #	Price
Hanging Files	Frames letter	1		
	Frames legal	1		
	Legal hanging file folders (1/5)	25		
	Letter hanging file folders (1/5)	25		
Expandable File Folders	Wallet 3 ½ Expansion, 10x15 with elastic cord	1		
	Pocket 1 ¾" Expansion, letter size	25		
	Pocket 3 ½ Expansion, letter size	25		
	Pocket 3 ½ Expansion, legal size	25		
	Pocket 5 ¼ Expansion, letter size	10		
	Pocket 5 ¼ Expansion, green, letter size			
	Pocket 5 ¼ Expansion, legal size	10		
	Jacket 1" Expansion, manila, letter size	50		
	Jacket 2" Expansion, manila, letter size	50		
	Expandable employee jackets 1 ½ Expansion, 9 ½ x 11 3/4	25		
Calculator Supplies	Red/black nylon Calculator ribbon BR80C-6	1		
	Porelon 42-2 Replacement Ink Rollers R1427	1		
	Calculator Paper Rolls 2¼" X 130	12		
3 Ring Notebooks	1" black	1		
	1" white	1		
	2" black	1		
	2" white	1		
	3" black	1		
	3" white	1		
	4" black	1		
	4" white	1		
	1" red	1		
	1" blue	1		
	1" Polytex Binder black	1		
Stapler Supplies	Swingline #444 Stapler **(no alternatives)**	1		
	Stanley Bostitch Staple Standard Chisel point	5000		
	HD 1/2" Staple	1000		
	HD 3/8" Staple	1000		
	HD 5/8" Staple	2500		
	Staple Remover	1		

Category	Description	Quantity/ Box	Item Order #	Price
Paper Clips	Regular	100		
	Jumbo	100		
	Paper Clip Holder/Dispenser, Magnetic	1		
Binder Clips	Mini ½"	12		
	Small ¾"	12		
	Medium 1 ¼"	12		
	Large 2"	12		
Rubber Bands	#19 3 ½ x 1/16	1 lb.		
	#33 3 ½ x 1/8	1 lb.		
	#54 Asst.	1 lb.		
	#64 3 ½ x 1/4	1 lb.		
Fasteners	2 prong 2 ¾ center 2" base, 2 holes	50		
	Prong Paper Fasteners, 2 3/4" Base, bases only	100		
Computer Diskette/CD	CD-RW 700MB / 80 minutes Recordable Media Spindle	25		
	CD-R 700MB / 80 minutes Recordable Media Spindle	100		
	DVD+R 4.7 GB / 120 minutes Recordable Media Spindle	100		
	DVD+RW 4.7GB / 120 minutes Recordable Media Spindle	100		
	DVD+RW 4.7GB / 120 Minutes Rewritable Media w/Slim Jewel Cases	10		
	Memorex CD/DVD Keepers Asst. Color (plastic)	25		
	Memorex CD/DVD Sleeves White (paper)	100		
Computer Labels	AVE5160 Address labels, 1 x 2 5/8", white	3000		
	AVE5161 Address labels, 1 x 4, white	2000		
	AVE5266 File Folder Labels, 2/3 x 3 7/16 Assorted (blue, green, red, white & yellow)	750		
	AVE5366 File Folder Labels, 2/3 x 3 7/16, white	1500		
	AVE8464 Shipping Labels, 3 1/3 x 4, white	600		
	AVE05452 Removable ID labels, 4 x 1 ½, white	150		
	AVE30400 Labels 1x 2 ¾, white	3300		

Category	Description	Quantity/ Box	Item Order #	Price
Computer Cleaning Supplies	Antistatic Monitor Screen Cleaning Wipes	80		
	Can Air Duster	1		
	Logitech Wireless Keyboard	1		
	Logitech Wireless Keyboard and Mouse Combo	1		
	Scotch Laminator Machine TL901X	1		
	Office Protective Mat, Large Mouse Mats, Non-Slip 23.6 x 13.7	1		
Data Binders	Columnar Pad, 6 column, 8 1/2x11, green	1		
	Ending Balance Ledger Sheets, 9 1/4x11 7/8 green, Wilson Jones WLJGN2D	100		
	Columnar Sheets 11x17, 30 columns, Wilson Jones WLJG5030	100		
	Pressboard data binders, 14 7/8x11, blue	1		
	Pressboard data binder 11x9 ½, blue	1		
	Pressboard Hanging Data Binder, 9 1/2x11, dark blue			
	Columnar Pad, side bound, 8 1/2x11, 3 columns, green	1		
Journals (logbooks)	300 pg. green 12 1/8 x 7 5/8 double entry BOR66300J	1		
Calendars	Calendar base	1		
	Calendar refills	1		
	Lg. desk pad Calendar	1		
	20x30 monthly wall calendar PM42826	1		
Clipboards	Letter size	1		
	Legal size	1		
Boxes	Storage Boxes Letter/Legal	12		
Pencils Mechanical	Mechanical Pencils 0.7 mm	12		
	Mechanical Pencils 0.5 mm	12		
	0.5 mm black Pencils refills	1		
	0.7 mm black Pencils refills	1		
Pencils Wooden	#2 Pencil	12		
	Colored pencils, assorted	12		

Category	Description	Quantity/ Box	Item Order #	Price
Printer Ink & Toner	HP 05A Black CE505A	1		
	HP 12A Black Q2612A	1		
	HP 26X Black CF226X	1		
	HP 38A Black Q1338A	1		
	HP 42X Black Q5942X	1		
	HP 45 Black 51645A	1		
	HP 49A Black Q5949A	1		
	HP 55A Black CE255A	1		
	HP 56 Black C6656AN	1		
	HP 57 Tricolor C6657AN	1		
	HP 58 Tricolor C6658AN	1		
	HP 72 Photo Black C9370A	1		
	HP 72 Cyan C9371A	1		
	HP 72 Magenta C9372A	1		
	HP 72 Yellow C9373A	1		
	HP 72 Gray C9374A	1		
	HP 72 Matte Black C9403A	1		
	HP 78 Tricolor C6578DN	1		
	HP 80A Black CF280A	1		
	HP 85A Black CE285A	1		
	HP 95 Tricolor C8766WN	1		
	HP 97 Tricolor C9363WN	1		
	HP 98 Black C9364 WN	1		
Fax Toner	Brother PC201	1		
	Brother PC301	1		
	Brother Intellifax 2800 TN-250 Toner	1		
	Brother Intellifax 2800 DR-250 Drum	1		
	Brother Intellifax 2820 TN-350 Toner	1		
	Brother Intellifax 2820 DR-350 Drum	1		
	Brother Intellifax 2840 TN-450 Toner	1		
	Brother Intellifax 2840 DR-420 Drum	1		
	HP701/CC635A Fax Toner	1		
Typewriter Ribbons / Lift-Off Tape	Lift-Off Typewriter Tape, IBM Wheel writer Series, DPSR5111	1		
	Lift-Off Typewriter Tape, IBM Wheel writer Series, DPSR5110	1		
	Correctable Film Typewriter Ribbon, IBM 670X Selectric III, Porelon B86HY	1		
	Nakajima AE-710 Ribbons, DPSR7310	1		
	Typewriter Lift-Off Tape 86L	1		

Category	Description	Quantity/ Box	Item Order #	Price
Highlighters	Yellow Broad Tip Highlighter	12		
	Green Broad Tip Highlighter	12		
	Pink Broad Tip Highlighter	12		
	Blue Borad Tip Highlighter	12		
	Orange Broad Tip Highlighter	12		
	Assorted, Pen Style (blue, green, orange, pink, yellow, purple)	12		
Markers	Sanford Sharpie, Fine Pt, Black SAN30001	12		
	Sanford Sharpie, Fine Pt, Red SAN30002	12		
	Sanford Sharpie, Fine Pt, Blue SAN30003	12		
	Sanford Sharpie, Extra-Fine Pt, Black SAN37001	12		
	Permanent Marker, Chisel Tip Wide, Black	12		
	Dry Erase Markers, Chisel Tip, assorted (red, black, blue, green)	4/pk		
	EXPO Dry-Erase Markers, Chisel Tip, Black	12/pk		
Pens	BIC Stick, medium pt, Barrel,1.0 mm black	12		
	BIC Stick, medium pt, Barrel, 1.0 mm blue	12		
	BIC Stick, medium pt, Barrel, 1.0 mm red	12		
	BIC Stick, fine pt, Barrel 0.8 black	12		
	BIC Stick, fine pt, Barrel 0.8 blue	12		
	BIC Stick, fine pt, Barrel 0.8 red	12		
	Bic BU3 Grip retractable Ball point Pen Medium 1.0 black	12		
	Bic BU3 Grip retractable Ball point Pen Medium 1.0 blue	12		
	Paper Mate Gel Pen, Retractable Pen 1.0 mm Black	12		
	Paper Mate Gel Pen, Retractable Pen 1.0 mm Blue	12		
	Paper Mate Gel Pen, Retractable Pen 1.0 mm Red	12		
	Gel Medium Point 0.7 mm Black	12		
	Gel Medium Point 0.7 mm Blue	12		
	Gel Medium Point 0.7 mm Red	12		
	Uni-ball Onyx Rollerball Pens, Fine Point 0.7 mm Black	12		
	Uni-ball Onyx Rollerball Pens, Fine Point 0.7 mm Blue	12		
	Uni-ball Onyx Rollerball Pens, Fine Point 0.7 mm Red	12		
	Stay Put type Replacement Pen, black	1		
	Stay Put type Pen with Base, black	1		
	Counterfeit detector pens	1 (pk/3)		

Category	Description	Quantity/ Box	Item Order #	Price
Paper	20# 8 ½ x 11, White	Case		
	20#, 8 ½ x 11, White 3 hole punched	Case		
	20# 8½ x 14, White	Case		
	20# 8 ½ x 14, White	Ream		
	20# 11x17 White	Case		
	20# 11x17 white	Ream		
	67# 8 ½ x11, Ivory, Vellum	Ream		
	67# 8 ½ x 11, White, Vellum	Ream		
	30# 9 x 12 1/2, Blue Manuscript, Southworth 41SM	Box		
	20# 8 ½ x 11 Color Bond, Blue	Ream		
	20# 8 ½ x 11 Color Bond, Green	Ream		
	20# 8 ½ x 11 Color Bond, Canary	Ream		
	20# 8 ½ x 11 Color Bond, Goldenrod	Ream		
	20# 8 ½ x 11 Color Bond, Pink	Ream		
	20# 8 ½ x 11 Color Bond, Ivory	Ream		
	20# 8 ½ x 11 Color Bond, Gray	Ream		
	20# 8 ½ x 11 Color Bond, Lilac	Ream		
	20# 8 ½ x 11 Color Bond, Cherry	Ream		
	HP C1860A DesignJet Bond Wide Format Roll 24 x 150 24 lbs.	1 Each		
	HP C1861A Bright White Bond Wide Format Roll, Matte 36 x 150, 24 lb.	1 Each		
	HP Universal Inkjet Bond Paper Roll, Uncoated, 36" x 150' (920931)			
Post-it flags	Asst Arrow Flags	100		
	Arrow Flags, "Sign Here"	120		
Time Clock Supplies	Lathem 4001 / 2121 Time Clock Ribbon, LTH72CN	1		
	Lathem 1000E Time Clock Ribbon, VIS6008	1		
	Tops Timecards TOP1275	500		
	Acroprint ES1010 Timecards ACP099111000	100		
Misc.	Scissors	1		
	12" single edge wood ruler	1		
	Gold foil notary & cert seals	44/pk		
	Reinforcements, ¼ hole punched hole, white	1000		
	DYM520109 Embossed Vinyl Labeling Tape, .38 x 9.8, Glossy Black	1		
	DYM30251 Label Writer Labels 1 1/8 x 3 ½, White	2 rolls/pk		
	Chair mat 45x53 wide lip (low pile carpet)	1		
	Expo dry eraser	1		
	Expo cleaner 8oz	1		

Category	Description	Quantity/ Box	Item Order #	Price
	Rolodex	1		
	Laminating Pouches 5 mil 8 ½ x 11	100/bx		
	2-hole punch	1		
	3-hole punch (10 sheet capacity)	1		
	Hanging File Folder Tabs Clear, 1/3 cut	25/pk		
	Softalk coiled Phone Cords 25 ft Black			
	Pushpins, clear	100/pk		
	Self-Inking Stamp Refill Ink, 1 oz, Black	1		
	Self-Inking Stamp Refill Ink, 1oz, Blue	1		
	Self-Inking Stamp Refill Ink, 1 oz, Red	1		
	Auto Feed Cross Cut Paper Shredder Heavy Duty 12 sheet	1		
	Sharp EL-11197PIII Heavy Duty Color Printing Calculator with Clock and Calendar	1		
Batteries	AA	24		
	AAA	24		
	9 Volt	12		
	D	12		
	C	12		
Printed Stationary	Letterheads (3 color Ink)	500		
	Business Cards	500 1000		
	Return Envelopes w/ window	500 1000 2500 5000		
	Regular Return Envelopes w/o Window	500 1000 2500 5000		
	Notary Stamps	1		

It is agreed by the undersigned bidder that the signature and submission of this bid represent the bidder's acceptance of all terms, conditions and requirements of bid specifications and, if awarded, the bid will represent the agreement between the parties.

Company Name: _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Signed (sign manually, in ink): _____

Name Printed: _____ Title: _____ Date: _____

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

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.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ 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.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

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.*