

VENDOR / W-9 INFORMATION FORM

NATIONAL INSTITUTE OF AEROSPACE

100 Exploration Way

Hampton, Virginia 23666-6266



NIA requires your assistance in the compilation and maintenance of its vendor/bid sourcing database, as well as the collection of data required for the reporting of its small business subcontracting activities. It is requested that the following information be provided to NIA for income reporting. Both a signature and date is required to ensure validity. **This form should be filled out for the university, NOT for an individual.** Teams are required to submit this completed form alongside their submission. If you have questions, please contact Robin Ford at robin.ford@nianet.org or 240-472-4788. **NIA MUST HAVE THIS INFORMATION TO PROCESS STIPEND AWARDS.**

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone#: () _____ Fax#: () _____ Email: _____

US Tax Payer ID No. (TIN, EIN or Social Security No.): _____

Check appropriate box: Individual/Sole Proprietor or single-member LLC Corporation Partnership
 Limited Liability Company-Enter the tax classification (C=C corporation, S=S corporation, P=Partnership _____)

NOTE: For a single-member LLC that is disregarded, do not check LLC; check appropriate box above

Other Exempt Payee

A. Business Size (You must check one) For further clarification on business size visit the Small Business Administration (SBA) website at <http://www.sba.gov>.

_____ Small (SB) A concern that normally employs less than 500 persons, or as defined by Section 3 of the Small Business Act.

_____ Large (LB) A concern which, including all divisions and affiliates, normally employs 500 or more persons, is independently or publicly owned or controlled and operated and which may be a division of another concern (foreign or domestic).

B. Business Classification (check all that apply, if small business)

_____ Small-Disadvantaged Business (SDB) 51% of business ownership must be owned by one or more socially and economically disadvantaged individuals, as defined by the Small Business Act. For further clarification on business size, visit the Small Business Administration (SBA) website at <http://www.sba.gov>.

_____ Women Owned (WOSB) 51% of business ownership must be owned by one or more women. (Woman-Owned Small Business Concerns)

_____ HBCU/MIs Historically Black College or University/ Minority Institutions

_____ HUBZone Historically Underutilized Business Zone

_____ Veteran-Owned (VOSB) Veteran-Owned Small Business Concern

_____ Service-Disabled (SDVOSB) Service-Disabled Veteran-Owned Small Business Concerns

_____ None of the Above (Applicable to section B only)

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).
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.
3. I am a U.S. citizen or other U.S. person (including a U.S. resident alien).

Signature: _____

Title: _____

Printed Name: _____

Date: _____

THIS FORM IS REQUIRED TO PROCESS PAYMENT. PLEASE RETURN THIS FORM WITHIN THREE (3) BUSINESS DAYS TO THE ADDRESS ABOVE TO AVOID DELAY OF PAYMENT.

VENDOR / W-9 INFORMATION FORM-PAGE 2 NAICS CODE

NIA is required to have a NAICS Code for our vendors. The list below contains common categories. If you do not fall within one of the listed codes, please reference the NAICS website <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012> for further choices. Thank you.

NAICS Code: _____

Vendor Name: _____

- 331 Primary Metal Manufacturing
- 332 Fabrication of Metal Products
- 3251 Basic Chemical Manufacturing
- 3341 Computer & Peripheral Manufacturing
- 3343 Audio/Video Equipment Manufacturing 3346 Magnetical & Optical Media Manufacturing 3364 Aerospace Products & Parts Manufacturing
- 8139 Business, Professional and Similar Organizations (i.e, memberships)
- 423430 Computer S/W - Merchants
- 443120 Computer H/W & S/W Stores
- 453210 Office Supply
- 481111 Air Transportation
- 492110 Couriers & Messenger Services
- 511210 Application S/W (packaged)
- 512110 Motion Picture & Video Production
- 512120 Motion Picture & Video Distribution
- 512191 Post Production Services (Motion Picture/Video) 512199 All other Motion Picture & Video Services 519190 Other Information Services
- 532111 Automotive Rental
- 541430 Graphic Design Services
- 541490 Specialized Design Services
- 541511 S/W Development and/or Design
- 541690 Scientific & Technical Consulting Services 541712 R&D in Engineering and Science
- 541890 General Advertising/PR/Marketing
- 541990 All other Professional, Scientific & Technical Services 561510 Travel Arrangement Services
- 561920 Convention & Trade Show Organizers
- 611310 Colleges, Universities & Professional Schools (NOT community colleges)
- 611710 Educational Support Services
- 621399 Health Practitioners/Health Clinics
- 721110 Hotels and Motels
- 722320 Food/Catering Services
- 927110 Administration of Space Research & Technology

THIS FORM IS REQUIRED TO PROCESS PAYMENT. PLEASE RETURN THIS FORM WITHIN THREE (3) BUSINESS DAYS TO THE ADDRESS ABOVE TO AVOID DELAY OF PAYMENT.