



# Supplier Maintenance Request Form

Any Supplier who needs to update any of their supplier information, should complete this form. The only fields required on the form are the Supplier/Payee Name, Tax Payer ID, Signature and Date. Only enter the information in the fields on this form that should be changed.

*\*Indicates Required field.*

## Section 1: General Information

The supplier name entered in this section will appear issued payments and Purchase Orders.

<b>Supplier/ Payee Name*</b>	WICT Virginia	
<b>Tax Payer ID*</b>	26-0583554	
<b>Supplier 'DBA'</b>	_____	
<b>Who is your COX Contact</b>	_____	
<b>COX Contact's Phone #</b>	<b>COX Contact's Email</b>	_____

<b>Is your firm Certified as Minority or Women owned?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you have your certification?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<small>(If yes, please attach a copy of the certification)</small>

## Section 2: Purchasing/ PO Contact Information

Certain invoices must reference a valid Purchase Order (PO) number.

The only exceptions are: Payments for Travel & Entertainment, Rent, Taxes, Copyright, Regulatory & Insurance, Newsprint & Ink, Music Payments, National Dues, Charitable Contributions, Film Payments, Legal & Lobbying, HR & Public Relations, Building & Security, Utilities, Professional Services, Accounting & Auditing, and Postage & Courier Service

**Name** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Fax #** \_\_\_\_\_

**Email Address** \_\_\_\_\_



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## Section 3: Payment Information

Primary payment method is ACH (Automated Clearing House)/Direct Deposit to a checking account. A remittance advice email is sent when payment is issued.

Do you accept Credit Card?  Yes  No

Bank Name \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank Account # \_\_\_\_\_

Remittance Email Address \_\_\_\_\_

There are specific processing requirements for electronic payments that are sent to a financial institution outside the U.S. If our payments are being forwarded from a U. S. financial institution to a financial institution in another country, please check here

### REMIT TO ADDRESS

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

### ACCOUNTS RECEIVABLE/ BILLING CONTACT

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Business Type \_\_\_\_\_

Signature\* Sarah Fromme Date\* Aug 29, 2016  
Sarah Fromme (Aug 29, 2016)

### FOR OFFICE USE ONLY

Date Complete \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. WOMEN IN CABLE TELECOMMUNICATIONS, INC. - VIRGINIA CHAPTER		
	<b>2</b> Business name/disregarded entity name, if different from above		
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>NOT FOR PROFIT CORPORATION</b>		<b>4</b> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) 1154 Shenandoah Village Drive		Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code Waynesboro, VA 22980		
	<b>7</b> 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
<input type="radio"/>	<input type="radio"/>								
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
<b>or</b>									
<b>Employer identification number</b>									
<input checked="" type="radio"/>	<input type="radio"/>								
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%; text-align: center;">26</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">- 0583554</td> <td style="width: 25%;"></td> </tr> </table>	26		- 0583554		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
26		- 0583554							

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <u>Sarah Fromme</u> Sarah Fromme (Aug 29, 2016)	Date ▶ <b>Aug 29, 2016</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### 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? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

WICT Virginia Chapter  
500 Shentel Way  
Edinburg, VA 22824



Women in Cable  
Telecommunications™  
Virginia

DATE: April 13, 2016  
INVOICE #: WICTVASponsor2016-5  
DUE DATE: due upon receipt

~~Emma Ineson~~ Jessica Dawley  
Cox Communications - Virginia  
1341 Crossways Blvd.  
Chesapeake, VA 23320

## INVOICE

DESCRIPTION	AMOUNT
WICT VA Platinum Sponsorship - 2016	\$3,000
<b>TOTAL DUE</b>	<b>\$ 3,000.00</b>

If you have any questions concerning this invoice, contact: Sarah Fromme - 540-984-3273 or  
sarah.fromme@emp.shentel.com

Please remit to:  
WICT Virginia Chapter  
ATTN: Sarah Fromme  
500 Shentel Way  
Edinburg, VA 22824

*WICT Virginia Chapter is a non-profit organization as defined by Section 501(c)(3) of the IRS Code. Donations to the WICT Virginia Chapter are tax deductible to the full extent allowed by law. Please consult your tax advisor.*

*The WICT Virginia Chapter's Tax ID number: 26-0583554.*

Signature:

Email: