

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. American Library Association		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <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. 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 type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 50 E Huron St	Requester's name and address (optional)	
	6 City, state, and ZIP code Chicago IL 60611-2795		
	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 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.

Social security number									

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.

or

Employer identification number									
3	6	-	2	1	6	6	9	4	7

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.

Sign Here	Signature of U.S. person ▶ <i>John McGovern</i>	Date ▶ 7/17/2017
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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.

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.

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50 East Huron Street
Chicago IL 60611-2795
USA

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<http://www.ala.org>

Phone 312 280 4265
Fax 312 337 7559
jmcgovern@ala.org
credit@ala.org

ALA

Manager, Credit and Collections
John McGovern
July 17, 2017

Attn Accounts Payable

The American Library Association is just that, an association. There are separate groups, units and divisions working under many names at several addresses. Be careful to look at the specific information on orders, invoices, and confirmations. Some of these groups have separate remit to address. Please do not change remittance addresses unless instructed in writing to do so from an ALA staff member.

If you're only able to have one address for our tax ID, please use the Main office address.

This information is for all the American Library Association

Taxpayer Identification number (W-9) 36-2166947
Illinois Tax Exempt Number E9978-7113-05
Not for profit, Tax Exempt Corporation under 501(C) (3)
Member Services Organization
Terms: Net 30
Established December 5, 1879 and Incorporated in Massachusetts
Main DUNS Number 005451224
Standard Industrial Codes (SIC) 8621 Professional Membership Organizations
CAGE Code 2F372, 3J7U7
Merchant category code (MCC) 8699
North American Industry Classification System (NAICS) 813920
Professional Membership Organizations

Contact

Accounts Receivable	Ann Miller	312-280-4229	amiller@ala.org
Accounts Payable	Doris McKelvin	312-280-4251	dmckelvin@ala.org
Credit and Collection	John McGovern	312-280-4265	jmcgovern@ala.org

Please find enclosed a copy of the W-9 form. If this form is not sufficient to provide prompt payment, please let me know as soon as possible.

Thanks,



John McGovern
Credit Manager

Some of the valid addresses and phone numbers are:

Main office
American Library Association
50 E HURON ST
CHICAGO IL 60611-2795
(Valid remit to)

Phone 800 545 2433
or 312 440 9374
Fax 312 280 3258

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ATLANTA GA 30368-7219
(Valid remit to)

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alastore@ala.org

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WASHINGTON DC 20009-2520

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Lock Box
(Valid remit to on Membership fees only)

Phone 800 545 2433 ex 4299
Fax 312 944 2641
membership@ala.org

American Library Association Conference Registration & AASL Conference Registration
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DOWNS GROVE IL 60515-5753
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Phone 855 326 8344
alaregistration@compusystems.com

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Association for Library Collections and Technical Services (ALCTS)

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