

Office of Special Events

Application for Use of College Facilities

Today's Date:

Event Date:

*For multiple dates, please include a separate list with this application

Event:

Event Time:
6 W D U W (Q G 7 L P H

Organization Name:

Amount of hours for Set-up:

Organization Address:
6 W U H H W & L W \ 6 W D W H = L S

Amount of hours for Wrap:

Contact:

Phone:

Anticipated Number of

Facilities requested:

Anticipated Number of Vehicles:

Description of Event:

Create Vendor Form

Send this form to: ProcurementVendorMaintenance@email.laccd.edu

GENERAL INFORMATION	OTHER LINKS	WEBSITES FOR VENDOR CERTIFICATION
Legal Name of Vendor: _____	Cal/OSHA Consultation Services	Build LACCD
Social Security Number OR _____	Contractors State Licensing Board	California Department of General Services
Federal Tax ID Number: _____		California Department of Transportation
Telephone Number: _____	<input type="checkbox"/>	California Unified Certification Program
Contractor License Info: Class: _____ License No: <input type="checkbox"/>	Local shall mean a business that has its principal place of business in the County of Los Angeles.	
Web Page Address: _____	<input type="checkbox"/>	Emerging shall mean a firm that has been in business in its substa
	<input type="checkbox"/>	Disabled Veteran Owned business shall mean a business that is 51% State of California Department of General Services or a Federal govern

_____ _____ _____ _____	
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Shipping Terms FOB Destination (Choose from the following): Prepaid & Allowed Prepaid & Added to invoice Product Code Categories (see page 3 for a list of product codes): _____	REMIT TO Address (if different from address above) Address: _____ City: _____ State: _____ Zip: _____
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Check all categories that apply to the company.

- SMALL**
- LOCAL**
- EMERGING** _____ **(DATE)**
- DISABLED VETERAN OWNED**

LOS ANGELES COMMUNITY COLLEGES
770 WILSHIRE BOULEVARD, LOS

PRODUCT CODE CATEGORY	Code	PRODUCT CODE CATEGORY	Code
() Architectural/Engineering	ARCH/ENG	(
() Audio/Visual Equipment	A/V EQUIP	(
() Audio/Visual Supplies	A/V SUPPLY	(
() Advertising	ADVERTISE	(
() Agricultural	AGRICULTUR	(
() Air Conditioning	AIR COND	(
() Appliances	APPLIANCES	(
() Art Supplies	ART SUPPLY	(
() Athletic Equipment	ATHLETIC	(
() Autobody Supplies	AUTOBODY	(
() Automotive Supplies	AUTOMOTIVE	(
() Aviation Equip/Supplies	AVIATION	(
() Beauty Supplies	BEAUTY SUP	(
() Books Library/Educational	BOOKS	(
() Building Materials	BUILD MAT	(
() Chemicals – Scientific	CHEMICALS	(
() Childcare Equip/Supplies	CHILDCARE	(
() Clas80.002 Tc -0.002 Tw(Y(H)2(Ic 0 Tw5S2 [(c) -13.3()]	T07 0 TS705 Tw 0.48 0 Td-4(6 -1.147 0 Tw 1.103 0 Td [(u)2

LOS ANGELES COMMUNITY COLLEGES

770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017 • 213/891-2000

CITY • EAST • HARBOR • MIS

Request for Taxpayer Identification Number and Certification

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

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

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): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input 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) ^a _____ 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) ^a _____		
	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.

Social security number											
				-			-				
OR											
Employer identification number											
				-							

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.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ^a	Date ^a
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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.