TO: UNIVERSITY EMPLOYEES

RE: GRAMBLING STATE UNIVERSITY'S FEDERAL NON-PROFIT TAX IDENTIFICATION NUMBER, CERTIFICATE OF SALES/USE TAX EXEMPTION, AND FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

The Federal Non-Profit Tax ID Number, Certificate of Sales/Use Tax Exemption, and Form W-9 Request for Taxpayer ID Number and Certification may be accessed using the following links:

**00 NON-PROFIT TAX ID NUMBER 00**
https://www.gram.edu/offices/infotech/teleworking/docs/20200708122324386.pdf

**00 SALES TAX EXEMPTION CERTIFICATE 00**
https://www.gram.edu/offices/infotech/teleworking/docs/20200708122343379.pdf

**00 FORM W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION 00**
https://wwwрам.edu/offices/infotech/teleworking/docs/20200708122406100.pdf

When you are off campus and handling university business, you may access these forms by following the steps below:

**From Desktop/Laptop Computer**
- Go to www.gram.edu
- Click Select a Site
- Select Controller’s Office
- Click Go
- Scroll Down to University Tax Information and Certification Forms
- Click on Desired Form

**From Mobile Device**
- Go to www.gram.edu
- Click Menu
- Click About Us
- Click University Offices
- Click Controller’s Office
- Scroll Down to University Tax Information and Certification Forms
- Click on Desired Form

Thank You.
TO WHOM IT MAY CONCERN:

This letter is to serve as official notification that Grambling State University is designated as a non-profit state institution of higher learning. Grambling State University’s Federal Non-Profit Identification Number is 72-6000751.

If additional information is needed, please contact me via email at mosesp@gram.edu or telephone (318) 274-6192.

Sincerely,

Penya M. Moses, JD, LL.M.
Chief Operating Officer &
Interim Vice President for Finance

P.O. Drawer 605•100 Founder Street•Grambling, LA 71245•Office: (318) 274-6406•Fax: (318) 274-3299•Email: www.gram.edu
A Constituent Member of the University of Louisiana System•Accredited by the Southern Association of Colleges and Schools
An Equal Opportunity Employer and Educator•Facilities Accessible to the Disabled
Certificate of Sales/Use Tax Exemption/Exclusion
covering purchases by political subdivisions of the State of Louisiana
Louisiana Revised Statute 47:301(8)(c)

Date April 4, 2022

The undersigned customer of GRAMBLING STATE UNIVERSITY
whose address is 403 SOUTH MAIN STREET ◊ GSU ON-CAMPUS BOX 4287
GRAMBLING LOUISIANA 71245

is a public agency of Louisiana with legal status as one of the following:

(Mark one.)

☐ State agency, board, or commission
☐ Parish government or instrumentality thereof
☐ Municipal government or instrumentality thereof
☐ Parish school board or public school
☐ Public Charter School (R.S. 17:3971-4001)
☐ Law enforcement district
☐ Hospital service district
☐ Waterworks district
☐ Public housing authority
☐ Parish and municipal libraries
☐ Other (List.)

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by this political body are totally exempted from the 4 percent sales tax levied by the State as provided by Louisiana Revised Statute 47:301(8)(c). No sales/use tax is to be charged when an agency makes a purchase and is responsible to you for payment. If the sales are later held subject to tax, we assume full liability.

Grambling State University

403 South Main Street – GSU ON-CAMPUS BOX 4287

This form is to be completed by an authorized buyer and forwarded to the seller for retention. Misuse of the certificate by the seller or the purchaser will subject either party to the civil and criminal penalties provided by law.
**Request for Taxpayer Identification Number and Certification**

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

| Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. |
| GRAMBLING STATE UNIVERSITY |

| Business name/described entity name, if different from above |
| |

| 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 is disregarded from the owner should check the appropriate box for the tax classification of its owner. |

| Other (see instructions) |

| Address (number, street, and apt. or suite no.) See instructions. |
| 403 South Main Street - GSU BOX 4287 |

| City, state, and ZIP code |
| Grambling, LA 71245 |

| List account number(s) here (optional) |
| 7 |

**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 whom to enter.

| Social security 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.

| Signature of U.S. person |
| Signature of U.S. person |
| 840931687FA74745 |

**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.

**Cat. No. 10231X**