



Asst. Supt. For Business & Operations Office
New Braunfels Independent School District

430 W. Mill, New Braunfels, Texas 78130
Local: 830-643-5700
Fax: 830-643-5701
rmoczygempa@newbraunfels.txed.net

DATE:

Dear Vendor:

Federal Income Tax Law requires us to have your taxpayer identification number (TIN) on file. Under Federal Regulation Section 6109, you are required to provide us with this information on the W-9 form included with this mailing. If you fail to furnish us with this information, you may be subject to a \$50.00 penalty imposed by the IRS and under Section 6723, and all payments we make to your firm could be subject to a 31% backup withholding. Also, we will not release payments to you until we have a W-9 on file.

We will not have to file annual information, Return Form 1099 Misc., for you if you are a corporation, tax exempt organization, government agency or other exempt payee. However, the law requires that you give us your TIN, in addition to telling us what kind of payee you are. If you do business as an individual or sole proprietor, your social security number serves as your TIN. Please complete the enclosed W-9 form. You may return the form by fax or by at your earliest convenience to:

NBISD Business Office
430 W. Mill Street
New Braunfels, TX 78130

Thank you,

Randy Moczygempa

Enclosure

/dec

