

Dear State of Ohio Vendor:

In order to comply with Internal Revenue Service requirements, State Accounting requires that all vendors doing business with the State of Ohio and all persons receiving payment through the state treasury submit an up-to-date Form W-9 so that our information-including name or business name, taxpayer type, address, and federal tax identification number-matches that of the IRS. Any discrepancies in reporting information can result in costly fines and 31% withholding on all payments, so it is extremely important that you provide us with accurate information.

Enclosed is IRS Form W-9, revised in January, 2002. Please complete all applicable sections of the document, including the box that identifies your taxpayer type, a single valid tax identification number, and your signature. You should only complete "Name" if you are an individual or sole proprietor; otherwise, leave this line blank. You should only complete "Business Name" if you are indeed a business, including a sole proprietorship; otherwise, if you are an individual, leave this area blank. In either situation, this information must show how you are registered with the IRS.

An address label is acceptable in lieu of a printed or typed address, provided that the information on the label exactly matches what you have on file with the IRS. Whenever possible, conform to United States Postal Service addressing standards in your address. Please sign the completed W-9; we cannot accept facsimiles of signatures. Additional instructions appear at the bottom and on the back of the form.

Should you require assistance in filling out a W-9 form, please contact the IRS at 1-800-829-1040 for assistance information. Send your completed W-9 form to:

**Ohio Public Works Commission
Accounting Department
Suite 312
65 East State Street
Columbus, Ohio 43215**

Please be advised that, once we receive your completed W-9, we may check its information against IRS records prior to our filing any applicable information returns.

We appreciate your helpfulness in this matter.

Sincerely,

W. Laurence Bicking
Director

Enclosure: IRS Form W-9 (Rev 03/02)