

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://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. <b>American Library Association</b>		
	2 Business name/disregarded entity name, if different from above <b>American Association of School Librarians</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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		Exempt payee code (if any) <u>5</u>
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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.		Exemption from FATCA reporting code (if any) _____
	<input checked="" type="checkbox"/> Other (see instructions) ▶ Nonprofit corporation exempt under IRS Code Section 501(C)(3)		<i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 225 N MICHIGAN AVE STE 1300		Requester's name and address (optional)
6 City, state, and ZIP code CHICAGO IL 60601-7616			
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.

**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.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 05/14/2020
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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](http://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.*

**American Library Association**  
225 N MICHIGAN AVE STE 1300  
CHICAGO IL 60601-7616  
USA

TDD 888 814 7692  
<http://www.ala.org>

Phone 800 545 2433

# ALA American Library Association

May 14, 2020

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 Headquarters 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

Accounts Payable inquiries      [APinquiries@ala.org](mailto:APinquiries@ala.org)

Accounts Receivable inquiries      [ARinquiries@ala.org](mailto:ARinquiries@ala.org)

Thanks

**Some of the valid addresses and phone numbers are:**

**Headquarters New Address as of May 2020**

American Library Association  
225 N MICHIGAN AVE STE 1300  
CHICAGO IL 60611-2795

Phone 800 545 2433  
or 312 440 9374

(Valid remit to)

Books, Posters, and Graphics are handled at:

American Library Association c/o PBD  
PO BOX 117219  
ATLANTA GA 30368-7219

Phone 866 746 7252  
Fax 312 280 5860  
alastore@ala.org

(Valid remit to)

American Library Association Washington Office

1615 NEW HAMPSHIRE AVE NW FL 1  
WASHINGTON DC 20009-2520

Phone 202 628 8410  
Fax 202 628 8419

American Library Association Membership

6499 NETWORK PLACE  
CHICAGO IL 60673-1649

(New address 2018)  
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American Library Association Conference Registration

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Phone 855 326 8344  
Fax 708 344 4444

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CHICAGO IL 60654-4988

ala@onpeak.com

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clientserv@yourmembership.com

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## ALA divisions include:

American Association of School Librarians (AASL)

Association for Library Collections and Technical Services (ALCTS)

Association for Library Service to Children (ALSC)

Association of College and Research Libraries (ACRL)

Association of Specialized and Government and Cooperative Library Agencies (ASGCLA)

Library and Information Technology Association (LITA)

Library Leadership and Management Association (LLAMA)

Public Library Association (PLA)

Reference and User Services Association (RUSA)

United for Libraries

Young Adult Library Services Association (YALSA)

## ALA Offices include:

Chapter Relations Office

Communications & Marketing Office

Development Office

International Relations Office

Library & Research Center

Office for Intellectual Freedom (OIF)

Office for Diversity, Literacy, and Outreach Services

Office for Human Resource Development and Recruitment

Office for Intellectual Freedom

Office for Library Advocacy

The Office of ALA Governance

Public Programs Office

## Publishing

- ALA Editions and ALA Neal-Schuman (books)
- ALA Graphics (posters, bookmarks, and incentives)
- ALA TechSource (subscription products focusing on library technology)
- ALA eLearning (workshops, eCourses, and webinars)
- American Libraries (free member magazine and online newsletters)
- Booklist (subscription magazines and free webinars)