



# WILLOUGHBY-EASTLAKE Board of Education

Stephen L. Thompson, Superintendent  
William Parkinson, Treasurer

Board of Education Members  
Margaret Warner, President  
Amy Zuren, Vice-President - Thomas Beal  
Brian Jones · Rena Perchinske

32500 Chardon Rd · Willoughby Hills, OH 44094 · Phone: (440) 946-5000 · Fax: (440) 946-4671

Dear Vendor:

We are requesting every vendor who provides goods or services to Willoughby-Eastlake City Schools to supply the Treasurer’s Office with a taxpayer identification number (EIN) or a social security number.

Internal Revenue Code 53406 and Treasury Regulation 354.000-3 **require us to withhold federal income tax at a rate of 28% of any payments we make to you if you do not furnish us with an accurate EIN or social security number.**

Please complete the information below and the enclosed Form W-9 and return them to the Treasurer’s Office at the address above or fax the information to us at 440-946-4671.

Sincerely,

William P. Parkinson  
Treasurer

**Please Check One:**

- Corporation
- Partnership
- Sole Proprietorship
- Individual (SS Number required)
- Tax Exempt (attach certificate)

\_\_\_\_\_ Federal Tax ID Number

\_\_\_\_\_ Social Security Number

\_\_\_\_\_ Signature of Official (Include title, if appropriate)