



To: Scripps National Spelling Bee Customers
From: Paige P. Kimble, Executive Director
Subject: Vendor Information for the 2016–2017 Academic Year

The Scripps National Spelling Bee is the sole source for the following products:

- *2017 Classroom Pronouncer Guide*
- *2017 School Pronouncer Guide*
- 2017 School Spelling Bee Study List
- Great American SpellCheck program materials

The above-listed materials are generated by the Scripps National Spelling Bee's headquarters office in Cincinnati, Ohio, and are only available to schools that have enrolled with the Scripps National Spelling Bee. All four publications are designed exclusively for use by officials administering classroom and school spelling bees.

The Scripps National Spelling Bee is administered on a not-for-profit basis by The E.W. Scripps Company.

To participate in the Scripps National Spelling Bee program, schools must enroll at spellingbee.com. The federal tax identification number for the Scripps National Spelling Bee is 26-1133667.

Payment of the materials and enrollment fee can be made by credit card or check. Please note that we do not accept purchase orders.

- The early bird enrollment fee, available August 17, 2016, through October 14, 2016, is \$145 per school.
- The regular enrollment fee, available October 15, 2016, through December 12, 2016, is \$220 per school.

Teachers and administrators may visit spellingbee.com to enroll.

We do not complete vendor information forms. You may use this memorandum, or the information provided in this memorandum, to add the Scripps National Spelling Bee as a vendor in your system.

Remittance Address:
Scripps National Spelling Bee
P.O. Box 711861
Cincinnati, OH 45271-1861

Street Address:
Scripps National Spelling Bee
312 Walnut St., 28th Floor
Cincinnati, OH 45202

312 WALNUT ST., 28TH FLOOR • CINCINNATI, OH 45202

P: 513.977.3040 • F: 513.977.3803 • E: bee@scripps.com • www.spellingbee.com

Request for Taxpayer Identification Number and Certification

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

Print or type
 See Specific instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Scripps National Spelling Bee, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; 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. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) 5
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
312 Walnut Street, Suite 2800

6 City, state, and ZIP code
Cincinnati, OH 45202

7 List account number(s) here (optional)

Requester's name and address (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-			
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OR

Employer identification number

2	6	-	1	1	3	3	6	6	7
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Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ June 17, 2014

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.