

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086877
Vendor Name: NASFAA
Invoice Number: 80203-200701
Invoice Date: 05/20/20
PO Number: P0369770
Check Number: E0080433
Check Amount: \$ 3,625.00
Check Date: 06/17/2020
Department ID: 00449
Reviewer Name: Lauren Ryan
Voucher Number: V0624906
Redaction Type: None
Document Type: AP Invoice

Document Below

From: ryanl196@cod.edu
Sent: Thu May 28 12:10:38 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Financial Aid NASFAA Membership Payment PO#369770

Hello,

Please process the attached invoice for SFA. Please let me know if you need any additional information.

Thank you,
Lauren Ryan
Administrative Assistant, Student Financial Assistance
College of DuPage
425 Fawell Blvd, Glen Ellyn, IL 60137
(630) 942-2267 | ryanl196@cod.edu



1801 PENNSYLVANIA AVENUE NW, SUITE 850, WASHINGTON, DC 20006-3606
(202) 785-0453 x1 | FAX: (202) 785-1487 | EMAIL: MEMBERSHIP@NASFAA.ORG

ANNUAL MEMBERSHIP DUES INVOICE

NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

Sold Mr. Zachary Weber (Member ID 232742)

To: Supervisor, Student Financial Assistance

College of DuPage

25 E. Lake Blvd.

Glen Ellyn, IL 60137-6599

Secondary Ms. Lauren Ryan (Member ID 237277)

Contact: Administrative Assistant

College of DuPage

325 E. Lake Blvd.

Glen Ellyn, IL 60137-6599

06/11/20 - DIANA DEL ROSARIO

NASFAA Fed. Tax ID	Date	Invoice Number	Invoice Status	Due Date	
83-0211970	5/20/2020	80203-200701	Open	Due Upon Receipt	
<div><div><input type="radio"/></div><div><input checked="" type="radio"/></div></div>	2020-2021 NASFAA Membership Dues effective through 6/30/2021 NASFAA Value Membership 2020-2021: \$2,680.00 (\$2,130.00 + \$550.00) NASFAA Value Plus Membership 2020-2021: \$3,625.00 (\$2,130.00 + \$1,495.00)				\$3,625.00
<div><div><input type="checkbox"/></div><div><input type="checkbox"/></div></div>	Add-On Packages Webinar Package 2020-2021: \$499.00 Compliance Engine P&P Builder 2020-2021: \$99.00				
<input checked="" type="checkbox"/> By renewing NASFAA membership, you and/or your institution acknowledge NASFAA's Statement of Ethical Principles and agree to adhere to the Code of Conduct. Please review information at www.NASFAA.org/ethics .				Subtotal	\$3,625.00
				Amount Received	\$0.00
				Amount Due	\$3,625.00

Special Instructions

Remit to our address: NASFAA, 1801 Pennsylvania Avenue NW, Suite 850, Washington, DC 20006-3606. Download a W9 PDF as needed at www.nasfaa.org/w9. Send this form with payment; keep a copy for your records.

Interested in getting involved with or joining your state or regional association of student financial aid administrators? Learn more at www.nasfaa.org/associations.

PO#369770

INVOICE REVIEWED

Payment Method: ☐ Check Enclosed ☐ AMEX ☐ Discover ☐ Visa ☐ MasterCard

Name On Card: Card Number: Security Code:

Expiration Date: Signatures:

Cardholder's Phone Number: Amount to be Charged:

LAUREN RYAN 06/02/20

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1086877
NASFAA
1801 Pennsylvania Ave NW
Ste 850
Washington, DC 20006
Attn: Customer Service

Phone: 202-785-0453
Fax: 202-785-1487

PURCHASE ORDER

369770

Page: 1

Release Method: Hard Copy

Release Date: 05/28/2020

Created Date: 05/28/2020

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Ryan, Lauren

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice #80203-200701

Requisition Number(s): 680338

Requisitioner Name(s): Lauren Ryan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Membership fees	\$3,625.00	\$3,625.00
Deliver To: Ryan, Lauren						

Sub Total: \$ 3,625.00

Total: \$ 3,625.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00449-5406002		\$3,625.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

2020-21 Options for Institutional Members

Membership dues include benefits for twelve months, July 1 to June 30.
If joining mid-year, Standard Dues are pro-rated.

Standard Dues		Optional Add-ons			
Dues Calculation for all Institutions Base Fee + FTE x 9.1%		P&P Builder	Webinar Package	Value Package	Value Plus Package (Includes P&P Builder, Webinars, Value Package, and more!)
\$840	+ FTE x 9.5%	\$99	\$499	\$550	\$1,495

Standard Membership

This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service.

- Includes *unlimited* Today's News subscriptions.
- Includes unlimited access to the Student Aid Index.
- Includes unlimited access to the Compliance Engine checklists
- Includes unlimited access to the AskRegs Knowledgebase.
- Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost.

Value Membership

Offers discounted access to select training materials for you and your staff!

- As with Standard, the Value package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Includes unlimited access to 6 NASFAA U Self-Study Guides as downloadable PDFs, described below.
Value: \$654/staff member
- 5% off Conference registrations, beyond the first registration, for the 2021 NASFAA Conference. Does NOT include on-site registrations.
Value: \$31/registrant
- 5% off Career Center job postings
Value: \$13/posting

Value Plus Membership

Developed for institutions that need even more access to NASFAA's training resources.

- As with Standard, the Value Plus package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Also includes the Webinar Package, described below. **Value: \$499**
- Includes the Policies & Procedures Builder.
Value: \$99
- Includes unlimited access to all NASFAA U Self-Study Guides as downloadable PDFs.
Value: \$1,962/staff member!
- 10% off Conference registrations, beyond the first registration, for the 2021 NASFAA Conference. Does NOT include on-site registrations. **Value: \$62/registrant**
- 10% off Career Center job postings. **Value: \$27/posting**

P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2020-21, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a myNASFAA account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

NASFAA U Self-Study Guides

The Value Package includes the first six guides in the NASFAA U Self-Study Guide series: *Overview of the Financial Aid Process*, *Application Process*, *Student Eligibility*, *Cost of Attendance*, *Need Analysis: Federal & Institutional*, and *Verification*. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.

Request for Taxpayer Identification Number and Certification

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

► Go to 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.

National Association of Student Financial Aid Administrators

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

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. 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: 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 **not** 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.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1801 Pennsylvania Avenue NW Suite 850

6 City, state, and ZIP code

Washington, DC 20006-3606

Requester's name and address (optional)

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.

Social security number

____ - ____ - ____

or

Employer identification number

8 3 - 0 2 1 1 9 7 0

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.

Sign
Here

Signature of **Robyn Washington**
U.S. person ►

Digitally signed by Robyn Washington
DN: cn=Robyn Washington, o=National Association of Student Financial
Aid Administrators, ou=Accounting, email=washingtonr@nasfaa.org, c=US
Date: 2019.01.03 09:40:09 -0500

Date **04/03/2020**

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.

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.