

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1440104
Vendor Name: The College Agency LLC
Invoice Number: 6134
Invoice Date: 3/3/2022
PO Number: P0002249
Check Number: E0088547
Check Amount: \$ 1,600.00
Check Date: 03/09/2022
Voucher Number: V0730256
Document Type: AP Invoice

Document Below

INVOICE

#6134



7907 Stafford Trail, Savage, MN 55378-4308 | Phone: (651) 222-9669

Purchaser

College of DuPage
425 22nd Ave.
Glen Ellyn, Illinois 60137-6784
Phone: (847) 650-0062

Due Date

3-7-2022

Description		Amount
Stuff-A-Plush Details 200 Stuff-A-Plush Small - Variety of: Sea Turtle, Timberwolf, Bunny, Octopus, and Furry Bear Event Date: 3-7-2022 Additional Information: *price includes stuffing packs and shipping Shipping Address: Shannon Hernandez College of DuPage 425 Fawell Blvd. Student Services Center Glen Ellyn, IL 60137 *** IMPORTANT *** This product order is NOT subject to state entertainment withholding tax		\$1,600.00
Total		\$1,600.00
Payments/Credits		
BALANCE DUE		\$1,600.00

A 3% late fee will be charged for every 30 days until payment is received.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

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.

The College Agency, LLC

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) **P**

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.

7907 Stafford Trail

Requester's name and address (optional)

6 City, state, and ZIP code

Savage, MN 55378

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

83 - 0414915

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
U.S. person

Date **1/7/2022**

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.

Tammy Peterburs <tammy@thecollegeagency.com>

[External] Invoice for PO# P0002249

Tammy Peterburs <tammy@thecollegeagency.com>

Wed, Mar 2, 2022 at 09:49 PM GMT

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello,

Attached is an invoice payable for P.O.# P0002249. Please let us know if you have any questions.

Thank you!

Tammy Peterburs | Accounting & Administration

tammy@thecollegeagency.com | www.thecollegeagency.com

Our Mission | To provide exceptional entertainment, extraordinary educators, and unique products to the student activities marketplace and college campuses across the country.

2 attachments

2022-02-21_Stuff-A-Plush_(College of DuPage).pdf

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