

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086840

Vendor Name: NACAS

Invoice Number: 000003019

Invoice Date: 02/10/21

PO Number: P0372728

Check Number: 0279175

Check Amount: \$ 935.00

Check Date: 04/13/2021

Department ID: 00750

Reviewer Name: None

Voucher Number: V0661585

Redaction Type: None

Document Type: AP Invoice

Document Below

-----  
From: Erl, Lisa <erll630@cod.edu>  
Sent: Wed Feb 10 12:36:32 CST 2021  
To: purchasing@cod.edu  
CC: invoicing@cod.edu  
Subject: NACAS New Address and Invoice  
-----

Hello Purchasing and Invoicing!

The below email was sent to invoicing by NACAS but they typed the email address incorrectly. Therefore, I am forwarding for your information.

**PLEASE NOTE** – their address has changed and the attached W-9 reflects the new address which checks should be sent to:

425 Merchant Walk Square Suite 300-139  
Charlottesville, VA 22902

Thank you,

Lisa

Lisa G. Erl  
Administrative Assistant, Business Services  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
630-942-2232  
[erll630@cod.edu](mailto:erll630@cod.edu)

---

**From:** William Hurley <william.hurley@nacas.org>  
**Sent:** Wednesday, February 10, 2021 12:20 PM  
**To:** invoicing@dod.edu; Erl, Lisa <erll630@cod.edu>  
**Cc:** Jaclyn Galan <jaclyn.galan@nacas.org>  
**Subject:** [External] Membership renewal invoice

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.

Hey Lisa,

As promised, I've attached the W-9 and invoice for renewal. Let us know if you need any info for the ACH stuff - My colleague from accounting can assist with that :)

All best,

**William Hurley**  
**NACAS | Director of Membership**  
435 Merchant Walk Sq. Suite 300-139 | Charlottesville, VA 22902  
**main.** (434) 245-8425 | **direct.** (434) 234-8201

[attachment: Invoice Number 000003019.pdf]

**NACAS**

435 Merchant Walk Sq.  
Suite 300-139  
Charlottesville, VA 22902  
(434) 245-8425  
<http://www.nacas.org>  
[info@nacas.org](mailto:info@nacas.org)

**INVOICE****Invoice Details**

Invoice Date 2/10/2021  
Invoice Number 000003019  
Customer College of DuPage  
Balance Due \$935.00  
Due Date 4/11/2021

**APPROVED**  
**03/10/21 - ELLEN ROBERTS**

QUANTITY	ITEM INVOICED	LIST PRICE	SALE PRICE	TOTAL
1	NACAS Institutional Membership - Calendar 6-1-2021 through 5-31-2022	\$1,550.00	\$935.00	\$935.00

SUBTOTAL: \$935.00

TOTAL: \$935.00

AMOUNT PAID: \$0.00

BALANCE DUE: \$935.00

Please note that your balance due is being shown in USD. Thank you for your cooperation.

# 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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**NATIONAL ASSOCIATION OF COLLEGE AUXILIARY SERVICES**

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

**NACAS**

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) ►

**NONPROFIT ASSOCIATION**

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.

**435 MERCHANT WALK SQUARE SUITE 300-139**

6 City, state, and ZIP code

**CHARLOTTESVILLE, VA 22902**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
See Specific Instructions on page 3.

## 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

1 6 - 0 9 9 9 4 5 4

## 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 for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

1/3/20

## 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.