

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1655948
Vendor Name: Zhed Media LLC
Invoice Number: 1005
Invoice Date: 4/20/2022
PO Number:
Check Number: 0299293
Check Amount: \$ 150.00
Check Date: 05/13/2022
Voucher Number: V0738577
Document Type: AP Invoice

Document Below

ZHED Media LLC

1091 Calcot Place Apt 408
Oakland, CA 94606 US
teaching@zoehong.com

GL # 01-20-00423-5309004

VN#1655948

INVOICE

BILL TO
College of DuPage

INVOICE 1005
DATE 04/20/2022
TERMS Net 15
DUE DATE 05/05/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Zoe Hong presentation April 19 2022	1	150.00	150.00
SUBTOTAL					150.00
TAX					0.00
TOTAL					150.00
BALANCE DUE					\$150.00

Request for Taxpayer Identification Number and Certification

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

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

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) **C**
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) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
1091 CALCOT PLACE #408

6 City, state, and ZIP code
OAKLAND, CA 94606

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								
				-				
OR								
Employer identification number								
8	6		-	3	2	5	8	4 0 5

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.

Signature of U.S. person **Jennifer Hong**

Date ▶

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.

From: ESMContracts@cod.edu
To: [Saltiel, Lisa](#)
Subject: [External] Contract #2941 has been approved ID:[wh1s3d/7991/2941]
Date: Friday, April 8, 2022 2:55:07 PM

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.

The contract shown below has been Approved. [Click here](#) to open the record directly.

ID: 2941
Status: Approved
Contract Name: ZHED MEDIA LLC - Zoe Hong Fashion Studies Zoom presentation as a Visiting Artist
Date Initiated: April 05 2022 10:32 AM
Contract Start Date: March 25 2022
Contract End Date: April 22 2022
Contract Purpose: Visiting Artists for Fashion Design.

As directed by the College, Contractor will provide a Fashion Studies Zoom presentation as a Visiting Artist on April 19th, 2022 for the College in connection with this Agreement.

Vendor Name: ZHED MEDIA LLC

"Saltiel, Lisa" <saltie11@cod.edu>

ZHED MEDIA LLC - ZOE HONG PACKET

"Saltiel, Lisa" <saltie11@cod.edu>

Fri, May 6, 2022 at 04:43 PM GMT

CC: Fanelli Munguia, Cassi <munguiac@cod.edu>

BCC:

Hello,

Please review the attached invoice and contract approval confirmation for ZHED MEDIA_ ZOE HONG.

Please advise if additional information is required.

Thank you.

Lisa

Lisa Saltiel

Program Support Specialist

Arts, Communication & Hospitality

Art, Graphic Design, Music Speech Communication & Theater

College of DuPage

BIC 2E07B 425 Fawell Blvd., Glen Ellyn, IL 60137

630-942-3303 saltie11@cod.edu

1 attachment

ZHED MEDIA LLC_ ZOE HONG PACKET.pdf