



## Please print to complete.

**Definitions:**

“Taxpayer Identification (TIN)” is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

“U.S. person” means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041](#) and [6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor’s relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this paragraph only if a TIN was **not** provided on the AO Form 213.

TIN is not required, because:

- The vendor is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- The vendor is an agency or instrumentality of a foreign government;

### Additional information required for vendors used for procurement (purchase orders, contracts, etc.)

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- Women Owned Business
- Minority Owned Business (select owner’s race/ethnicity) If yes, please select one below:
  - Asian-Pacific American       Black American       Subcontinent Asian (Asian-Indian) American
  - Hispanic American       Native American       Other than one of the preceding

### For Agency Use Only

The vendor name and DUNS number is all that is required for registered Central Contractor Registration (CCR) vendors. (Check [www.ccr.gov](http://www.ccr.gov) for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply:  Addition     Change    Vendor Code: \_\_\_\_\_ (make entry only if change)

The following information is optional for individuals whose name and telephone are already on the form:	
Contact Name: _____	Telephone Number: _____
Email: _____	

Identification of person making this request:	
Name: _____	Phone #: _____
Originating Office: _____	

Please type or print clearly. For AO FAS<sub>4</sub>T Users only, e-mail the completed form to: [AOdb\\_AO\\_FAST4T\\_Help\\_Desk/DCA/AO/USCOURTS](mailto:AOdb_AO_FAST4T_Help_Desk/DCA/AO/USCOURTS)  
This form should be submitted by Judiciary staff only.