

# IEEE Vendor Add Form and Substitute Form W-8 CERTIFICATE OF NON-U.S. STATUS

## Part I – General Information

<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Services are only provided outside of the U.S. Complete Part I only.	
Name	U.S. Taxpayer Identification Number (if any)
Permanent address (include apt. or suite no.)	
City and province or state	Postal code and country
Current mailing address (if different from permanent address)	
City and province or state	Postal code and country

## Part II – Information and questions regarding your residence status

Country of Citizenship:
<b>Individuals complete (1), (2), and (3) below:</b>
<b>Questions to determine if you are a U.S. resident under U.S. tax rules:</b>
(1) - Were you a lawful permanent resident of the U.S. at any time during the calendar year, that is; held an immigrant visa (a green card)? Yes <input type="checkbox"/> No <input type="checkbox"/>
(2) - Were you physically present in the U.S. at least 31 days during the current calendar year? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes," How many days: _____
(3) - If you answered "yes" to Question (2), do the total days you were present in the U.S. during the current year (shown above), plus one-third of the days you were present in the prior year, plus one-sixth of the days you were present in the second prior year equal or exceed 183 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes to either Question # (1) or # (3) above, the individual must provide a U.S. Taxpayer Identification Number or U.S. Federal Employer Identification Number.
<b>Companies complete (4) and (5) below.</b>
(4) - Are you a company based or located in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>
(5) - If you answered no to (4), are the payments you receive from us for services performed within the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to (4) or (5) is yes, the company must provide a U.S. Federal Employer Identification #.

## Part III Certification

Under penalties of perjury, I certify that the information included on this form is true, correct and complete.	
Signature:	Date:

<p><b>Mandatory: IEEE Staff Use Only</b></p> <p>Staff Name: _____ Tel. Ext. _____</p> <p>Payment is for: Expense Reimbursement <input type="checkbox"/> Refund <input type="checkbox"/> Goods <input type="checkbox"/></p> <p>Services <input type="checkbox"/> Award <input type="checkbox"/> IEEE Foundation Supplier: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason for Add/Change: _____</p>
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<p><b>For IEEE Use only:</b></p> <p>Supplier Number: _____</p> <p>Site: _____</p> <p style="color: red;"><b>Only IEEE Staff can submit this form directly to IEEE Strategic Sourcing</b></p>
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### General instructions for IEEE use only

IEEE Vendor Add Form and Substitute Form W-8 is required to be completed prior to making payment to a non U.S. person (individual, sole proprietor, or partnership) or a non U.S. company. Part II of Form W-8 is not required to be completed for payments made for services performed outside of the United States or for purchases of tangible property from a non-U.S. company. All W-8 forms completed by individuals must be signed. Digital and faxed signatures are acceptable. Form W-8 is valid for three years from the date signed unless a change of circumstances makes the information on the form incorrect.