



### VENDOR SELF SERVICE FORMS- INFORMATION AND INSTRUCTIONS

#### W-9, Request for Taxpayer Identification Number and Certification

- Why this form is required: Department of Treasury – Internal Revenue Service requires the completion of this form allowing payment from a government entity.
- How to complete this form: General Instructions are listed on the form itself.

#### Felony Conviction Notification

- Why this form is required: the Texas Education Code requires the completion of this form.
- How to complete this form: Check one of the options as applicable. If the company owner(s) has/have been convicted of a felony, please provide a general description of the conduct, sign at the bottom of the form.