



Approved: _____ Exp. Date: _____ <p style="text-align: center;">For Office Use Only</p>

Request for Sole Source Affidavit

For a claim of sole source, the requesting vendor must provide the information below and affirm by signature, that the product(s) being offered meets the requirements of the law. For questions or clarification of the sole source process, call the Purchasing Department at 281-577-8600. The New Caney Independent School District Purchasing Office shall be the sole determinant as to applicability and approval of an application and the products/services offered. **DO NOT FAX THIS FORM. An original (Notarized) copy must be sent to:**

NCISD Purchasing Department, 21580 Loop 494, New Caney, Texas 77357

Vendor Justification and Affirmation

Sole Source Vendor Contact Information

Company: _____ Contact Person: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____ Web Site: _____

I have carefully reviewed the Texas Education Code, Section 44.031 and hereby certify that our company meets and complies with Section (j) of the aforementioned code for the sale of the product(s) or service described below. NOTE: If the space below does not provide enough space to thoroughly describe all products or services, you may submit additional documents.

A Sole Source Affidavit will be valid for the school year within the date that it is notarized and must be updated each July.

The product(s) above meets one (1) of the descriptions below (check the appropriate statement – failure to check one will disqualify the application):

- _____ An item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;
- _____ A film, manuscript, or book;
- _____ A utility service, including electricity, gas, or water; or
- _____ A captive replacement part or component for equipment.

By signature below, I, an authorized representative of the company listed above, affirm that there is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function, and there is only one source for the above named item(s) or product(s) due to exclusive distribution or marketing rights. I also understand that by falsifying the claim of sole source will remove my company from the New Caney ISD vendors list for a period not to exceed two (2) years. We further certify that pricing offered to the New Caney ISD is the lowest pricing available to similar customers.

Authorized Signature
Title
Date

Notary Public Requirement

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20__

Notary Public, State of _____, county of _____ Date Commission Expires _____

 Notary Signature

(SEAL)

 Notary Printed Name

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is 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.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- 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,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.