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**IEEE Vendor Add Form and**

**Substitute Form W-8**

## CERTIFICATE OF NON-U.S. STATUS

|  |  |  |
| --- | --- | --- |
| **Part I – General Information** |  | |
| **Individual**  **Company**  **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:** | | |
| **Individuals complete (1), (2), and (3) below:** | |  |
| **Questions to determine if you are a U.S. resident under U.S. tax rules:** | | |
| (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  No | |  |
| (2) - Were you physically present in the U.S. at least 31 days during the current calendar year? | | |
| Yes  No  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  No | |  |
| 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. | | |
| **Companies complete (4) and (5) below.** | | |
| (4) - Are you a company based or located in the United States?  Yes  No | | |
| (5) - If you answered no to (4), are the payments you receive from us for services performed within the United States?  Yes  No | | |
| 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: |
| **Mandatory: IEEE Staff Use Only**  Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. Ext. \_\_\_\_\_\_\_  Payment is for: \_\_\_ Expense Reimbursement \_\_\_ Refund \_\_\_ Goods \_\_\_\_Services \_\_\_ Award IEEE Foundation Supplier: \_\_\_Yes \_\_\_ No  Reason for Add/Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **For IEEE Use only**:  Supplier Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Site: \_\_\_\_\_\_\_\_\_\_\_\_ | | |

**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.

Substitute W-8 Form Revised December 2007