



**SEMINOLE COUNTY  
PUBLIC SCHOOLS**

Carrie B. Chambers and  
Todd Seis  
*Chief Financial  
Officers*

**Educational Support Center**  
400 E. Lake Mary Boulevard  
Sanford, Florida 32773-7127  
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Visit Our Web Site:  
[www.scps.k12.fl.us](http://www.scps.k12.fl.us)

August 6, 2020

To Whom It May Concern:

Your company recently requested that we complete a credit application. As a public school district, we have thousands of vendors and cannot provide a personalized response to each request for credit information. However, we understand your need for information concerning the creditworthiness of The School Board of Seminole County, Florida (the District). We hope that the information provided with this letter will satisfy that need.

The District was established under Article IX of the Constitution of the State of Florida. The District serves approximately 68,000 students, employs approximately 7,700 personnel, and has a general operating budget of approximately \$544 million. The District has an Aa2 rating from Moody's Investor Services. The District has a financial relationship with the following financial institution:

Wells Fargo Bank NA  
Attention: Todd Morley, Senior Vice President  
800 North Magnolia Avenue, 7th Floor  
Orlando, FL 32803  
Telephone: 407-649-5638 Fax: 407-649-5554

Payments will be made in accordance with Section 218.70, Florida Statutes, et. seq., the Local Government Prompt Payment Act.

Copies of the District's (1) current IRS Form W-9, which includes our Federal Employer Identification number, and (2) State of Florida Certificate of Tax Exemption are attached to this letter. The District enters into annual contracts with numerous vendors, local and national, to procure materials and supplies to operate our 60+ schools and 80+ departments. Materials and supplies purchased from your company WILL NOT BE RESOLD.

Please also find attached a copy of the District's standard terms and conditions that are included on the back of every Purchase Order. These terms and conditions are non-negotiable and identify the mutual expectations and responsibilities of the District and its vendors.

If you have any questions or need additional information, please do not hesitate to contact the Purchasing Department at 407-320-0243 or the Finance Department at 407-320-0050.

Sincerely,

  
Carrie B. Chambers and Todd Seis  
Chief Financial Officers

  
Cheryl Olson  
Director of Purchasing and Distribution  
Services

Attachments:

W-9  
Tax-Exemption Certificate  
Purchase Order Terms and Conditions

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>SCHOOL BOARD OF SEMINOLE COUNTY, FL</b>	
	2 Business name/disregarded entity name, if different from above <b>SEMINOLE COUNTY PUBLIC SCHOOLS</b>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <b>3</b> Exemption from FATCA reporting code (if any) <b>C</b> <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. <b>400 EAST LAKE MARY BLVD</b>	
	6 City, state, and ZIP code <b>SANFORD, FL 32773-7127</b>	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

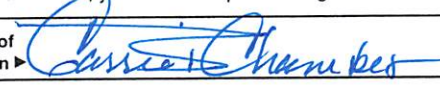
Social security number								
			-				-	
or								
Employer identification number								
5	9	-	6	0	0	0	8	5

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► <b>8/6/2020</b>
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 01/18

<b>85-8013198843C-6</b>	<b>01/31/2020</b>	<b>01/31/2025</b>	<b>COUNTY GOVERNMENT</b>
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

**SEMINOLE COUNTY SCHOOL BOARD  
400 E LAKE MARY BLVD  
SANFORD FL 32773-7125**

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.