



Washington State
COMMUNITY COLLEGE

710 Colegate Drive
Marietta, Ohio 45750
www.wsccl.edu
740.374.8716

January 2, 2006

Re: IRS Form W-9, Taxpayer Identification Number (TIN)

In order to comply with Internal Revenue Service regulations, we must maintain a record of persons or organizations that has or will receive monies from Washington State Community College. Please complete the attached W-9 form with your correct name and taxpayer identification number and return it to us as soon as possible.

If you have any questions regarding this request, please contact us at 740-568-1905, fax to 740-568-1931, or email at businessoffice@wsccl.edu.

Sincerely,

Accounts Payable

Enclosure: