CHECK REQUEST
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

VOUCHER ID # _____

NPO 6 - 340873
USE AS INVOICE NUMBER **ONLY** WHEN A VENDOR INVOICE NUMBER IS NOT AVAILABLE

PLEASE PROCESS THIS PAYMENT AS FOLLOWS: (PLEASE TYPE OR PRINT)

INVOICE NUMBER		INVOICE DATE (MDY)		INVOICE TOTAL	$ 80.00

VENDOR ID # ▷ 5444

PAYEE NAME: TACRAO

TODAY'S DATE: 06/05/15

ADDRESS: 555 Republic Drive
Suite 200

CITY, STATE, ZIP: Plano, TX 75054-5469

DESCRIPTION: Invoice #720 July 28, 2014

ID # 5444 (MEMBER)

TERMS CODE ▷

PAYMENT DUE DATE (MDY) ▷ 06/08/15

REMITTANCE COMMENTS

AP TYPE

COMM. CODE	DESCRIPTION / INVOICE	GL ACCOUNT #	GL AMOUNT
	TACARO MEMBERSHIP	11-06-301010-2397	80.00

Check Disbursement

☐ ACH ☑ Mail Check ☐ Return Remittance Enc. ☐ Return to Campus ☐ Hold for Pickup

ORIGINAL INVOICES / RECEIPTS MUST BE ATTACHED TO THIS FORM AND HIGHLIGHTED AREAS MUST BE COMPLETED IN ORDER TO PROCESS PAYMENT.

ORIGINATOR: Elizabeth Hardin DATE: 6/3/15

DIVISION APPROVAL: Glenda Durrett DATE: 6/8/15

BUSINESS OFFICE APPROVAL: _____ DATE: _____

Distribution: ***Original*** - Accounting ***Canary*** - Originator

FORM NO. 0184-08/13

Account #
Membership
11-06-301010-
2395

Complete
Clear Logos

Balance Due: $80.00

Pay it now

DESCRIPTION

Invoice #720 July 28, 2014

ID#
5449

From

TACRAO

To

Mountain View College
4849 W. Illinois Ave.
Dallas, TX 75211

is invoice is for the 2014-15 Membership Dues (September 1 – August 31). Please be possible.

Before paying the invoice, make the necessary corrections to the online institutional membership roster through additions, deletions, and edits. If the total number of members increases, please contact the TACRAO Secretary for an increase. If the total number of members decreases, please contact the TACRAO Secretary for an updated reduced invoice. Please be sure to designate an Institutional Contact and a College Day/Night Representative. The Institutional Contact is the institutional representative for all issues related to payment of dues and the membership roster. The College Day/Night Representative indicates the designated College Day/Night Program representative for the institution and is the point of contact for non-TACRAO members of the institution in regards to recruitment efforts within the state. There should only be one Institutional Contact and one College Day/Night Representative. Note that every member is automatically granted access to the college day/night program by being a member of a TACRAO institution.

An IRS W-9 form is available on the upper toolbar next to the log-in link. Please download for your purchasing department. At this time, annual dues payment may be made online by credit card. Paying online is encouraged. If you are unable to pay with credit card a check may be mailed along with a copy of this invoice to the TACRAO Secretary.

Checks should be mailed to: TACRAO, 555 Republic Drive, Suite 200, Plano TX 75074-5469

If you need assistance with updating an invoice, please contact the TACRAO Secretary.

Items

Date	Description	Amount
July 28, 2014	Membership dues (x4)	$80.00
	Total	$80.00

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CHECK REQUEST
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

VOUCHER ID # ____,____

NPO 6 - 340873
USE AS INVOICE NUMBER **ONLY** WHEN A VENDOR INVOICE NUMBER IS NOT AVAILABLE

PLEASE PROCESS THIS PAYMENT AS FOLLOWS: (PLEASE TYPE OR PRINT)

INVOICE NUMBER		INVOICE DATE (MDY)		INVOICE TOTAL	$ 80.00

VENDOR ID# ▷ 5444

PAYEE NAME: TACRAO

TODAY'S DATE: 06/05/15

ADDRESS: 555 Republic Drive
Suite 200

CITY, STATE, ZIP: Plano, TX 75054-5469

DESCRIPTION: Invoice #720 July 28, 2014

ID # 5444 (MEMBER)

TERMS CODE ▷ ____ **PAYMENT DUE DATE (MDY)** ▷ ____

REMITTANCE COMMENTS		AP TYPE	

COMM. CODE	DESCRIPTION/INVOICE	GL ACCOUNT #	GL AMOUNT
	TACARO MEMBERSHIP	11-06-301010-23957	80.00

Check Disbursement

☐ ACH ☑ Mail Check ☐ Return Remittance Enc. ☐ Return to Campus ☐ Hold for Pickup

ORIGINAL INVOICES / RECEIPTS MUST BE ATTACHED TO THIS FORM AND HIGHLIGHTED AREAS MUST BE COMPLETED IN ORDER TO PROCESS PAYMENT.

ORIGINATOR: Elizabeth Hardy DATE: 6/8/15

DIVISION APPROVAL: Glenda Barrett DATE: 6/8/15

BUSINESS OFFICE APPROVAL: _____ DATE: _____

Distribution: ***Original*** - Accounting ***Canary*** - Originator

FORM NO. 0184-08/13

Mountain View College's Invoices

Available only to the institutional contact. Any edits to the invoice, such as increase or decrease in memberships above the enrollment allotment, must be addressed to the TACRAO Secretary for correction.

If you have any questions about the College Day/Night Subscription, including access and subscription inquiries, please contact the TACRAO Secretary.

Invoice #	Total	Balance Due	Issued
Invoice #720	$80.00	$80.00	July 27, 2014, 9:51 p.m.
Invoice #254	$80.00	$0.00	July 24, 2013, 8:52 p.m.

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Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

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)
Texas Association of Collegiate Registrars and Admissions Officers

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☑ Other (see instructions) ▶ **Educational**

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
555 Republic Drive, Suite 200

Requester's name and address (optional)

City, state, and ZIP code
Plano TX 75074-5469

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.

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

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Employer identification number
7 5 - 1 9 8 6 2 3 7

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), and
4. 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 on page 3.

Sign Here | **Signature of U.S. person** ▶ [signature] | **Date** ▶ 10-17-2014

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.