

Berlin Central

School District
Business Office
P.O. Box 259
Berlin, NY 12022
Phone: (518) 658-2684
Fax: (518) 658-3822

Dear Vendor:

We are in the process of updating our records and it has come to my attention that you do not have a W-9 on file with the Berlin Central School District. The IRS has required us to have this form on file. The form will not be sent to the IRS, it will be kept at our location in a locked cabinet.

Please complete the enclosed W-9 and mail or fax as soon as possible. Future payments may be withheld until the completed form is received.

Thank you for your prompt attention to this matter.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Tammy L. Whitman

Tammy L. Whitman
Assistant Treasurer

Enclosure