



School District of New Holstein

1715 Plymouth Street
New Holstein, WI 53061-1292

(920) 898-5115
Fax: (920) 898-4112

RE: New Vendor Forms

We would like to add your company as vendor with our school district. Please complete and return the following forms. Payments to new vendors may be delayed until the both forms are completed and on file with the district.

ACH Authorization Form: The New Holstein School District utilizes an ACH payment system rather than the paper check system.

W-9: The Department of Treasury IRS W-9 Form (Request for Taxpayer Identification Number and Certification) is used by the New Holstein School District in the set-up of new vendor(s).

Please return the ACH Authorization Form and W-9 Forms via email or fax:

Email: sguyette@nhsd.k12.wi.us

Fax: 920-898-4112

Additionally, I have attached the School District of New Holstein's current Wisconsin Sales and Use Tax Exemption Certificate for your records.

Thank you in advance,

Sara Guyette
Financial Assistant
920-898-5115 ext 4003



School District of New Holstein

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ACH AUTHORIZATION FORM (Direct Deposit)

VENDOR INFORMATION

| | | |
|----------------|-------|------------------|
| Vendor Name | | |
| Address | | |
| City | State | Zip Code |
| Contact Name | | Telephone Number |
| E-Mail Address | | |

Type of Change (please check one of the following): New Revised

Type of Business (please check one of the following):

Nonprofit or Government Entity Partnership Corporation
 Individual or Sole Proprietorship Other (Please Specify): _____

ACCOUNT INFORMATION

| | | |
|---|---|--|
| Financial Institution Name | | |
| Type of Account | (check one) | (check one) |
| | <input type="checkbox"/> Business <input type="checkbox"/> Personal | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |
| Bank Routing Number (exactly nine (9) digits) | | Account Number |

This ACH form will authorize all payments to be automatically deposited to the financial institution listed above.

| | |
|---------------------------------|------|
| Signature of Authorizing Vendor | Date |
|---------------------------------|------|

| | |
|--------------------------------|---------------------|
| Your Name Your Address | 1001 |
| DATE _____ | |
| \$ _____ | |
| DOLLARS | |
| Pay to the Order of _____ | |
| Your Bank Name | |
| MEMO _____ | |
| 4123456789 00009876543214 1001 | |
| 9 Digit Routing Number | Your Account Number |
| Check Number | |

No person shall on the basis of age, race, color, creed, national origin, sex, physical, mental, emotional, learning, or developmental disability, handicapping condition, marital or parental status, ancestry, sexual orientation, arrest record, conviction record, religion, pregnancy, physical condition, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by the School District of New Holstein as required by Title VI, Title IX, Section 504, and Title II of the ADA.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

| | | | | | | |
|--|--|--|--|--|--|--|
| Print or type. See Specific Instructions on page 3. | 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) | | | | | |
| | 2 Business name/disregarded entity name, if different from above. | | | | | |
| | 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. | | | | | |
| | <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate | | | | | |
| | <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) | | | | | |
| | Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. | | | | | |
| | <input type="checkbox"/> Other (see instructions) | | | | | |
| 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. | <input type="checkbox"/> | | | | | |
| 5 Address (number, street, and apt. or suite no.). See instructions. | Requester's name and address (optional) | | | | | |
| 6 City, state, and ZIP code | | | | | | |
| 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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Social security number | | | | | | | |
| <input type="text"/> | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| or | | | | | | | |
| Employer identification number | | | | | | | |
| <input type="text"/> | - | <input type="text"/> |

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 for Part II, later.

| | | |
|-----------|--------------------------|------|
| Sign Here | Signature of U.S. person | Date |
|-----------|--------------------------|------|

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Wisconsin Sales and Use Tax Exemption Certificate

Form
S-211

Do not send this certificate to the Department of Revenue

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

Check One ►

Single Purchase

Continuous

Purchaser Information

| | | | |
|--|----------------------|--|-------------------|
| Business Name | | Type of Business | |
| School District of New Holstein | | Education | |
| Business Address 1715 Plymouth Street | City New Holstein | State WI | ZIP Code 53061 |
| Purchaser's Tax ID Number | | State of Issue | |
| If no Tax ID Number, enter one of the following: | FEIN 39-6003669 | Driver's License Number/State Issued ID Number | State of Issue |
| Seller Information | | | |
| Name | | | |
| Address | City | State | ZIP Code |

Reason for Exemption

Resale (Enter purchaser's seller's permit or use tax certificate number) _____

Manufacturing and Biotechnology

Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale.

Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment.

The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt.

Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state.

Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %

Portion of the amount of fuel converted to steam for purposes of resale. Percent of fuel exempt: _____ %

Property used exclusively and directly in qualified research, by persons engaged in manufacturing at a building assessed under s. 70.995, by persons engaged primarily in biotechnology in Wisconsin, or a combined group member conducting qualified research for another combined group member that meets these requirements.

Farming (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, beekeeping or custom farming services.)

Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming. This includes services to the property and items above.

Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.

Breeding and other livestock, poultry, farm work stock, bees, beehives and bee combs.

Containers for fruits, vegetables, bee products, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire.

Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").

Animal bedding, drugs for farm livestock or bees, and milk house supplies.

Governmental Units and Other Exempt Entities

Enter CES No., if applicable

008-0000052410-06

The United States and its unincorporated agencies and instrumentalities.

Any federally recognized American Indian tribe or band in this state.

Wisconsin state and local governmental units, including the State of Wisconsin or any agency thereof, Wisconsin counties, cities, villages, or towns, and Wisconsin public schools, school districts, universities, or technical college districts.

Organizations meeting the requirements of section 501(c)(3) of the Internal Revenue Code. Wisconsin organizations must enter a CES number above.

Other

Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.

Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC, IC, or MC No. (if applicable).

Machines and specific processing equipment used exclusively and directly in a fertilizer blending, feed milling, or grain drying operation, including repair parts, replacements, and safety attachments.

Building materials acquired solely for and used solely in the construction or repair of holding structures used for weighing and dropping feed or fertilizer ingredients into a mixer or for storage of such grain, if such structures are used in a fertilizer blending, feed milling, or grain drying operation.

Tangible personal property purchased by a person who is licensed to operate a commercial radio or television station in Wisconsin, if the property is used exclusively and directly in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.

Fuel and electricity consumed in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.

Percent of fuel exempt: _____ %

Percent of electricity exempt: _____ %

Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property, items, goods, or services.

Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. Caution: Do not check the "continuous" box at the top of page 1.

Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility.
(Percent of electricity or natural gas exempt _____ %)

Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for residential or farm use.

% of Electricity
Exempt% of Natural Gas
Exempt% of Fuel
Exempt

Residential % % %

Farm % % %

Address Delivered: _____

Percent of printed advertising material solely for out-of-state use. _____ %

Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.

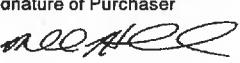
Computers and servers used primarily to store copies of the product that are sent to a digital printer, a plate-making machine, or a printing press or are used primarily in prepress or postpress activities, by persons whose NAICS code is 323111, 323117, or 323120.

Purchases from out-of-state sellers of tangible personal property that are temporarily stored, remain idle, and not used in this state and that are then delivered and used solely outside this state, by persons whose NAICS code is 323111, 323117, or 323120.

Other purchases exempted by law. (State items and exemption). _____

I declare that the information provided is complete and accurate to the best of my knowledge, and that the product(s) purchased will be used in the exempt manner indicated. If a product is not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability, including tax, interest, and penalty.

CAUTION: Using this certificate to avoid paying sales tax may result in a fine of \$250 for each transaction for which the certificate is used

| Signature of Purchaser | Print or Type Name | Title | Date |
|---|----------------------|------------------|------------|
|  | Michael J. Hendricks | Business Manager | 01/01/2026 |