



# WILLOUGHBY-EASTLAKE Board of Education

Patrick Ward Ph.D, Superintendent  
Nicholas E. Ciarniello, Treasurer/CFO

Board of Education Members  
Stacy Menser, President  
Jaime Shatsman, Vice President  
Krista Bair, Aaron Reedy, John Roskos

35353 Curtis Blvd · Eastlake, OH 44095 · Phone: (440) 946-5000 · Fax: (440) 946-4671

Dear Vendor:

We are requesting every vendor who provides goods or services to Willoughby-Eastlake City Schools to supply the Treasurer's Office with a taxpayer identification number (EIN) or a social security number.

**Internal Revenue Code 53406 and Treasury Regulation 354.000-3 require us to withhold federal income tax at a rate of 28% of any payments we make to you if you do not furnish us with an accurate EIN or social security number.**

Please complete the information below and the enclosed Form W-9 and return them to the Treasurer's Office at the address above or fax the information to us at 440-946-4671.

Sincerely,

Nicholas Ciarniello  
Treasurer

**Please Check One:**

- Corporation
- Partnership
- Sole Proprietorship
- Individual (SS Number required)
- Tax Exempt (attach certificate)

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Official (Include title, if appropriate)