



Dear Prospective Supplier:

Thank you for your interest in doing business with the Colorado Department of Transportation (CDOT).

In order to add you to our database of registered suppliers and to comply with various government reporting regulations, the following documents are required:

**IRS Form W-9**

- Completed, signed, and dated IRS Form W-9 (substitute W-9 forms are not accepted)
- The name entered on the first line of the IRS Form W-9 and the Tax ID Number (TIN) must be registered with the IRS (NOTE: these will be submitted for TIN matching on the IRS TIN Matching website)
- The name on the first line of the IRS Form W-9 must match the name registered with the State of Colorado Secretary of State (i.e., if the business is registered with an LLC in the name, it must be included on the IRS Form W-9)
- Acceptable signature on the IRS Form W-9 is a wet signature or a Certified/Digital ADOBE DC electronic signature (see attachment for instructions on adding the electronic signature)
- The date on the form must be within the last 12 months
- The most recent IRS Form W-9 can be found at the following link:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**State of Colorado Secretary of State - Certificate of Good Standing**

- Currently dated Certificate of Good Standing from the State of Colorado Secretary of State
- To register with the State of Colorado Secretary of State click on the following link:

<https://www.coloradosos.gov/pubs/business/fileAForm.html>

The CDOT Accounts Payable team will review the documents and will follow-up with questions if needed. Please provide contact information for follow up questions (i.e., contact name, email address, phone number).

Please submit the above-mentioned documents and contact information to your CDOT point of contact.



# Add a Certified/Digital Signature to an Existing PDF Form Using ADOBE DC

Open the existing form.

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**ABC Test Vendor Inc**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

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) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**12345 Test Street**

6 City, state, and ZIP code

Requester's name and address (optional)

Scroll to the section on the form where you will be adding the digital signature. Click on the CERTIFICATES tool.

Number To Give the Requester for guidelines on whose number to enter.

1	2	-	3	4	5	6	7	8	9
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### Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest)

The following options will display at the top of the form.



Click on the DIGITALLY SIGN icon. Use your mouse to click and drag to draw the area where you will apply your digital signature.

Number To Give the Requester for guidelines on whose number to enter.

1	2	-	3	4	5	6	7	8	9
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### 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.

<b>Sign Here</b>	Signature of U.S. person ▶		Date ▶
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Select your saved certificate-based digital ID\* and click on the CONTINUE button.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

- Sample Certified Signature (Digital ID file)  
Issued by: Sample Certified Signature. Expires: 2027.10.30 View Details

Configure New Digital ID Cancel Continue

\*You can find instructions on creating a digital ID at the following url:

[https://helpx.adobe.com/acrobat/using/digital-ids.html#create\\_a\\_self\\_signed\\_digital\\_id](https://helpx.adobe.com/acrobat/using/digital-ids.html#create_a_self_signed_digital_id)

Enter your password and click on the SIGN button.



You will be prompted to save the file. The certified/digital signature and date will display on the saved form.

