



DIVISION OF FINANCE AND OPERATIONS

July 1, 2021

TO: UNIVERSITY EMPLOYEES

RE: GRAMBLING STATE UNIVERSITY'S FEDERAL NON-PROFIT TAX IDENTIFICATION NUMBER, CERTIFICATE OF SALES/USE TAX EXEMPTION, AND FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

The Federal Non-Profit Tax ID Number, Certificate of Sales/Use Tax Exemption, and Form W-9 Request for Taxpayer ID Number and Certification may be accessed using the following links:

◇◇ **NON-PROFIT TAX ID NUMBER** ◇◇

<https://www.gram.edu/offices/controller/docs/FEDERAL%20NON-PROFIT%20IDENTIFICATION%20NUMBER%20-%20FISCAL%20YEAR%202021-22.pdf>

◇◇ **SALES TAX EXEMPTION CERTIFICATE** ◇◇

<https://www.gram.edu/offices/controller/docs/CERTIFICATE%20OF%20SALES-USE%20TAX%20EXEMPTION%20-%20FISCAL%20YEAR%202021-22.pdf>

◇◇ **FORM W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION** ◇◇

<https://www.gram.edu/offices/controller/docs/Form%20W-9%20rev082018.pdf>

When you are off campus and handling university business, you may access these forms by following the steps below:

From Desktop/Laptop Computer

- Go to www.gram.edu
- Click Select a Site
- Select Controller's Office
- Click Go
- Scroll Down to University Tax Information and Certification Forms
- Click on Desired Form

From Mobile Device

- Go to www.gram.edu
- Click Menu
- Click About Us
- Click University Offices
- Click Controller's Office
- Scroll Down to University Tax Information and Certification Forms
- Click on Desired Form

Also, the links to these documents are located on GSUNet Controller's page (<https://gsunet.gram.edu/controller/>) (accessible off campus) as well as the teleworking page (<https://www.gram.edu/offices/infotech/teleworking/>) (accessible off campus).

Thank You.