



On January 1, 2018, Coughlan Companies, Inc. dba Capstone and Capstone Classroom was changed its entity to Coughlan Companies, LLC dba Capstone and Capstone Classroom.

**Due to the change in our entity our EIN has changed from 41-1723924 to 82-4045107.**

\*\*A new W-9 with our EIN 82-4045107 is enclosed for you to update your records.

**Capstone**

Brands, catalogs, and previous companies under the Capstone Umbrella:

**Capstone Press**

**Compass Point Books**

**Heinemann Raintree Library**

**Picture Window Books**

**Stone Arch Books**

**Capstone Classroom**

Brands, catalogs, and previous companies under the Capstone Classroom umbrella:

**Heinemann Raintree Classroom**

**Red Brick Learning**

**Capstone Classroom Professional (Previously Maupin House Publishing)**

**Order/Correspondence Address**

Capstone/Capstone Classroom  
PO Box 669  
Mankato, MN 56002-0669

**Physical Address**

Capstone/Capstone Classroom  
1710 Roe Crest Drive  
North Mankato, MN 56003

**Remittance Address**

CIBC Bank USA  
PO Box 776866  
Chicago, IL 60677-6866

**Phone, Fax, Email**

Capstone: (800) 747-4992 phone, (888) 262-0705 fax  
Capstone Classroom (888) 262-6135, (888)574-5570 fax  
Capstone: [customerservice@capstonepub.com](mailto:customerservice@capstonepub.com)

**Websites:** [www.capstonepub.com](http://www.capstonepub.com)

**Please contact us if you have questions. If you have additional vendor forms that would need to be completed for your files, please Email them to [bids@capstonepub.com](mailto:bids@capstonepub.com). Thank you.**

Connie Ruyter,  
Bid and Contract Manager  
Capstone, Capstone Classroom  
800-747-4992 X 8486  
[bids@capstonepub.com](mailto:bids@capstonepub.com)

# Request for Taxpayer Identification Number and Certification

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

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

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Coughlan Companies LLC</b>	
<b>2</b> Business name/disregarded entity name, if different from above <b>Capstone, Capstone Classroom</b>	
<b>3</b> 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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>P</b> <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	
<b>4</b> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>1710 Roe Crest Drive</b>	<b>Requester's name and address (optional)</b>
<b>6</b> City, state, and ZIP code <b>North Mankato, MN 56003</b>	
<b>7</b> 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.

<b>Social security number</b>									
<b>OR</b>									
<b>Employer identification number</b>									
8	2	-	4	0	4	5	1	0	7

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## 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 ▶ <i>Connie Ruyter</i>	Date ▶	08/01/2020
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## 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 information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- 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), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*