



MODERN MACHINE SHOP, INC.

WE DO ALL KINDS OF MACHINE WORK *SINCE 1941*

P.O. BOX 1969 | 2000 BLAINE ST | LAREDO, TEXAS 78044-1969
PHONE (956) 722-4656 | FAX (956) 725-0774 | FAX (956) 723-2976

www.modern-machine.com

Year 2012

To whom it may concern:

We are requesting your assistance to obtain the most current information regarding your information into our accounting system. The Internal Revenue Service (IRS) requires us to maintain the taxpayer identification number and certification for the purpose of reporting certain payments made to persons or companies not classified as employees. When filling out the W-9, remember that if you are an individual doing business or a sole proprietorship, your social security number is needed. The instructions for filling out the form are on the backside of the W-9. **We are unable to process any payments to you until the completed form has been returned.**

Further, I would like to take this opportunity to provide you with the most current information regarding Modern Machine Shop, Inc. as well as requirements for vendors' invoices:

1. All invoices are to be sent the following address: *Modern Machine Shop, Inc., Attn.: Accounts Payable, 2000 Blaine St., Laredo, Texas 78043.*
2. All invoices **MUST INCLUDE A VALID MMS PURCHASE ORDER.** Our company superintendent, project managers and company officials will provide purchase orders when making an order or service with your company.
3. Accounts Payable contact (all billing inquiries): *JJ Gonzalez, Office Manager, Phone (956) 722-4656 x 937, email: ap@modern-machine.com*
4. Payment Terms: Payment terms are *net 30* unless otherwise specified in writing.

If the federal form W-9 is not returned, the IRS requires us to withhold a portion of all payments made to your account, if the payments meet reporting requirements of federal form 1099. Also, if you do not provide an accurate name and tax identification number as filed with the IRS, then a penalty may be imposed.

Modern Machine Shop, Inc. values the relationships with our vendors and looks forward to a long-lasting business partnership with each and every one of you. We appreciate the timely response to the above request as we strictly follow confidentiality laws and use your tax information for our reporting purposes only. **In order for us to expedite payment, please complete, sign, and date the form I have enclosed and mail it back to my attention as soon as possible or you may FAX it to me at (956) 725-0774, if you wish.**

If you have any questions, please do not hesitate to contact me at (956) 722-4656.

Best regards,

JJ Gonzalez
Office Manager
Modern Machine Shop, Inc. / Modern Crane Services

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
				-					

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.