



# Uintah School District

*Board of Education*

Allen A Huber, President • K. Mark Caldwell, Vice President  
Rodney S. Anderson, M.D., Member • James F. Allen, M.D., Member • Shane K. Oaks, Member

Dear Uintah School District Vendor,

Uintah School District is required by law to have a completed Form W-9 on file for all vendors providing services and or products to the school district. Before issuing a purchase order or contract to your company, the district must have a completed W-9 on file for the purpose of issuing 1099's, if applicable.

Enclosed with this letter you will find a Form W-9, including instructions. Please fill out the form in its entirety and return to           Your Name           no later than           Date          . If the school does not receive a completed W-9 from you by the above date, your company will not be added to our school district's system as a vendor. You may return your completed form by mail, fax or email to:

School Name  
School Address  
School City, Zip  
School Fax #  
Email

If you have any questions please feel free to contact           Your Name and phone number          .  
Your School Name            values doing business with your company and we look forward to doing so in the future.

Thank you,

Enclosure

Mark Dockins, Superintendent • J. Randall Upton, Business Administrator  
635 West 200 South • Vernal, UT 84078-3099  
435.781.3100 • 435.781.3107 fax  
[www.uintah.net](http://www.uintah.net)



"Success for Every Student"