



February 28, 2024

To Whom It May Concern:

We greatly appreciate the opportunity to be considered as a Vendor/Supplier for your school/school district and hope the enclosed documents meet your needs for approving and establishing an account for us in your database.

NASSP is a non-profit 501(c)(3) organization formed February 24, 1916 that provides our members with the professional research-based and peer-tested resources, and practical tools and materials they need to serve as visionary school leaders as well as promoting leadership development to today's youth all while advocating on their behalf.

Our payment terms are DUR (due upon receipt) and we except a wide variety of payment methods such as checks, personal, business, and virtual/single-use credit cards, as well as EFT payments. \*Note, virtual/single-use credit cards should not be used in our eCommerce platform, they should be emailed to [billing@nassp.org](mailto:billing@nassp.org) or phoned in.

**Please note that our new Remit To address below** may differ from what is reflected on proforma invoices your staff may have on hand as a result of transitioning to a new bank.

**Remit To:**  
**NASSP**  
**PO Box 640245**  
**Pittsburgh PA 15264-0245**

NASSP employs a remote work environment, and our staff members are rarely at our business' physical address to receive or process mail, so **we request that general correspondence be emailed to us.** You may email our Accounts Receivable team at [billing@nassp.org](mailto:billing@nassp.org) or our Customer Care Center team at [membership@nassp.org](mailto:membership@nassp.org); or [sales@nassp.org](mailto:sales@nassp.org).

Kathy Jones

A handwritten signature in black ink that reads 'Kathy Jones' in a cursive script.

Senior Accounts Receivable Specialist, Finance

# Request for Taxpayer Identification Number and Certification

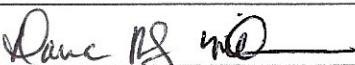
Give Form to the  
requester. Do not  
send to the IRS.

► 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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>National Association of Secondary School Principals</b>	
	2 Business name/disregarded entity name, if different from above <b>NASSP   NHS   NJHS   NASC   NEHS   NPC   National Principals Conference   NSC   NatStuCo   LEAD Conferences</b>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> 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 type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <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 <b>not</b> 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 checked="" type="checkbox"/> Other (see instructions) ► <b>501 (c)(3)</b>	
	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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1904 Association Drive</b> <b>Remit to: PO Box 640245</b>	
	6 City, state, and ZIP code <b>Reston VA 20191-1537</b> <b>Pittsburgh PA 15264-0245</b>	
	7 List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b> 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 <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<b>Social security number</b> [ ][ ] - [ ][ ] - [ ][ ][ ][ ] <b>or</b> <b>Employer identification number</b> [5][2] - [6][0][0][6][9][3][7]
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<b>Part II Certification</b> 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. <b>Certification instructions.</b> 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.
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<b>Sign Here</b>	Signature of U.S. person ► 	Date ► February 28, 2024
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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.



## SUBSTITUTE W-9 Vendor Information Form

Business Name:

National Association of Secondary School Principals | NASSP

Sponsor of the following programs:

National Honor Society | NHS

National Junior Honor Society | NJHS

National Association of Student Councils | NASC

National Elementary Honor Society | NEHS

National Principals Conference | NPC

National Student Council | NSC | NatStuCo

Remit To Address:

PO Box 640245

Pittsburgh PA 15264-0245

Business Physical Address:

1904 Association Drive

Reston VA 20191-1537

Type of Business:

501 (c)(3) | Non-Profit

Terms:

DUR | Due Upon Receipt

Employer Identification Number:

52-6006937

DUNS:

07-4820945

SAM.gov

EKDHMK2CGL26

Expires 10-22-2024

Certification:

Under penalties of perjury, I certify that:

The number shown on this form is the correct employer identification number and not subject to backup withholding.

Signature: Dana RS Williams

Date: February 28, 2024

Printed Name/Position: Managing Director, Finance and Customer Care



February 28, 2024

To Whom It May Concern:

The National Association of Secondary School Principals | NASSP is the sole source for the following:

National Honor Society | NHS

National Junior Honor Society | NJHS

National Elementary Honor Society | NEHS

National Association of Student Councils | NASC

National Student Council | NSC | NatStuCo (formerly NASC)

The NHS, NJHS, NEHS, NASC, NSC, and NatStuCo emblems are registered with the United States Patent Office. This registration prohibits exploitation by persons or companies attempting to use, manufacture or distribute the emblems without special authorization from the National Association of Secondary School Principals.

Sole source extends to the memberships, conferences, professional development opportunities and insignia merchandise. Our products can be viewed at [nassp.org](http://nassp.org) | [nhs.us](http://nhs.us) | [njhs.us](http://njhs.us) | [nehs.org](http://nehs.org) | [nasc.us](http://nasc.us) | [natstuco.org](http://natstuco.org).

Noah Raskin

Chief Financial Officer  
NASSP

**Inbound ACH -&- Wire Transfer Instructions - PNC Bank, N.A.**

To: PNC Bank, N.A. \_ \_ Fifth Avenue Place branch

249 Fifth Avenue  
Pittsburgh PA 15222  
United States of America

For International Wires: Bank Swift Code: PNCCUS33

ABA #: 054000030 (ACH)

ABA #: 031000053 (Wire) \_ \_ Watergate branch, 2600 Virginia Ave, NW Washington,  
D.C. 20037

Acct #: 5303612701 \_ checking account

FBO: NASSP

National Association of Secondary School Principals  
1904 Association Drive  
Reston, VA 20191

**Please Note:**

International wires are charged a service fee by the sending bank. This fee must be included in the funds sent.

**Payment advice** of pending wired funds with supporting documents and/or information on how we are to apply the funds ~ Customer #, Invoice#, Order#, etc. **MUST be emailed to [billing@nassp.org](mailto:billing@nassp.org) or faxed to 703-476-9321.**





October 06, 2022

To Whom It May Concern:

Please accept this letter as confirmation of National Association of Secondary School Principals' account at PNC Bank. We certify the checking account details listed below are correct per our records.

<b>Account Title:</b>	<b>NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS</b>
<b>Account Number:</b>	<b>5303612701</b>
<b>Bank Routing Number:</b>	<b>054000030 – ACH &amp; CHECKS 031000053- WIRES</b>
<b>Bank Swift Code:</b>	<b>PNCCUS33 (required for international payments)</b>
<b>Bank Address:</b>	<b>PNC Bank, N.A. 249 Fifth Avenue Pittsburgh, PA 15222</b>

Should you have any questions, please contact our Treasury Management Client Care Team at 1-800-669-1518 or via email at [tmcc@pnc.com](mailto:tmcc@pnc.com).

Sincerely,

A handwritten signature in black ink that reads 'Rebecca Woodruff'. The signature is fluid and cursive, with the first name 'Rebecca' and last name 'Woodruff' clearly legible.

Rebecca Woodruff  
Assist Vice President, Senior Sales Associate, Treasury Management  
PNC Bank

Member of The PNC Financial Services Group

301 Fayetteville St Raleigh NC 27604

[www.pnc.com](http://www.pnc.com)

## **Products and Services Information:**

- Memberships (Individual Educators and Schools)
- Leadership Conference Registrations (Individual Educators and School Groups of Advisers, Students, & Chaperones)
- Advocacy
- Professional Development Research
- Member School Chapter Supplies
- Membership Recognition Merchandise
- Scholarships & Awards