

AO-213 Instructions

Please notice at the top of the AO-213 form that there are 3 check boxes labeled Physical, Remit, and 1099. This can be one, two, or three addresses. If needed you can attach additional sheets of paper or fill out multiple AO-213 forms. Please place the appropriate checkmarks for each address.

Banking/Financial information is not needed at this time.

Please fill out the Contact Information on page two.

If you are a service provider or expert (not an attorney) please complete page 3 and select the appropriate specialty designation(s). You may select more than one specialty designation.

Print, sign, and date the form on page 2. Then scan the form and email it back to:

daria_wyatt@tnwd.uscourts.gov AND Malinda_Futrell@tnwd.uscourts.gov

Should you have any questions feel free to contact Daria Wyatt at (901) 495-1365 or Malinda Futrell at (901) 495-1556.

Vendors who are providing expert services in Criminal Justice Act (CJA) cases must also complete the attached Addendum (to designate specialty).

AO 213
(Rev. 01/16)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
Accounting Division

VENDOR INFORMATION/TIN CERTIFICATION
Mandatory Information that **MUST** be provided before submission

<input type="checkbox"/> Ex-AO Employee
<input type="checkbox"/> SAM Vendor (Formerly CCR)
(No TIN Certification Required)

Vendor Address	Other Address (If different from Vendor Address)
Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099	Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099
Name:	Address:
Business Name: <i>(if different from above)</i>	City:
Address 1:	State: Zip Code:
Address 2:	Phone #:
City:	Description: <i>(If needed)</i>
State: Zip Code:	
Phone #: E-mail:	
Taxpayer Identification #: <i>(TIN, SS, or EIN number)</i>	
DUNS #	
Financial Information	
Bank Name:	Routing # <i>(this nine digit number appears on your checks, but do not include individual check numbers):</i>
City:	Account #:
State: Zip Code:	Type of Account: <i>(select one)</i> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

Type of Organization for 1099 reporting:

- | | |
|---|---|
| <input type="checkbox"/> sole proprietorship; | <input type="checkbox"/> partnership; |
| <input type="checkbox"/> corporate entity <i>(not tax-exempt)</i> ; | <input type="checkbox"/> corporate entity <i>(tax-exempt)</i> ; |
| <input type="checkbox"/> health care provider; | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> government entity <i>(write in either federal, state or local)</i> | _____ |

Taxpayer Identification Number Certification

Under penalties of perjury, I certify that:

1. The Taxpayer Identification Number listed in the Vendor Address area above is the correct number assigned 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 and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and
3. I am a U.S. citizen or other U.S. person *(defined below)*.

You must select this check box 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. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

Definitions:

"Taxpayer Identification (*TIN, SS, or EIN number*)" is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

"U.S. person" means:

- 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.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\) and 3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041 and 6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- The vendor is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- The vendor is an agency or instrumentality of a foreign government;

**Additional information required for vendors used for procurement
(purchase orders, contracts, etc.)**

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- Women Owned Business Not Applicable
- Minority Owned Business (*If yes, select one of the owner's race/ethnicity selections from below*):
 - Asian-Pacific American Black American Subcontinent Asian (Asian-Indian)American
 - Hispanic American Native American Other: _____

Date: _____

Vendor's signature

For Agency Use Only

The vendor name and DUNS number is all that is required for registered System for Award Management (SAM) vendors (formerly CCR). (Check www.sam.gov for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply: Addition Change Vendor Code: _____ (*make entry only if change*)
 Active Inactive Vendor Type: _____

The following information is optional for individuals whose name and telephone are already on the form:	
Contact Name: _____	Email: _____
Telephone Number: _____	Email: _____

Identification of person making this request:	
Name: _____	
Telephone Number: _____	Originating Office: _____

Please type or print clearly. Please type or print clearly. For JIFMS Users only, e-mail the completed form to: jifms@support.aotx.uscourts.gov. For Court FAS4T Users, send this form to the local court Vendor Administrator. For questions regarding JIFMS and Court FAS4T please contact SDSO at (210) 301-6320.

This form should be completed with signature by the vendor and submitted by Judiciary staff only. Sensitive information must be securely maintained and only visible to the appropriately designated financial employee.

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE

ADDENDUM TO VENDOR INFORMATION/TIN CERTIFICATION
FORM (AO 213)

Vendor/Business Name: _____

EXPERT SPECIALTY DESIGNATION

Indicate below what type of services this vendor provides (check all that apply).

TYPE OF SERVICE PROVIDER

- | | | | |
|----|---|----|---|
| 01 | <input type="checkbox"/> Accountant | 17 | <input type="checkbox"/> Mitigation Specialist |
| 02 | <input type="checkbox"/> Ballistics Expert | 18 | <input type="checkbox"/> Other (Specify): |
| 03 | <input type="checkbox"/> CALR (Westlaw, Lexis, etc.) | 19 | <input type="checkbox"/> Other Medical Expert |
| 04 | <input type="checkbox"/> Chemist, Toxicologist | 20 | <input type="checkbox"/> Paralegal Services |
| 05 | <input type="checkbox"/> Computer (Hardware/Software/Systems) | 21 | <input type="checkbox"/> Pathologist, Medical Examiner |
| 06 | <input type="checkbox"/> Computer Forensics Expert | 22 | <input type="checkbox"/> Polygraph Examiner |
| 07 | <input type="checkbox"/> Documents Examiner | 23 | <input type="checkbox"/> Psychiatrist |
| 08 | <input type="checkbox"/> Duplications Services | 24 | <input type="checkbox"/> Psychologist |
| 09 | <input type="checkbox"/> Fingerprint Analyst | 25 | <input type="checkbox"/> Voice, Audio Analyst |
| 10 | <input type="checkbox"/> Hair, Fiber Expert | 26 | <input type="checkbox"/> Weapons Firearms Explosive
Expert |
| 11 | <input type="checkbox"/> Interpreter Translator | | |
| 13 | <input type="checkbox"/> Investigator | | |
| 14 | <input type="checkbox"/> Jury Consultant | | TRANSCRIPTS |
| 15 | <input type="checkbox"/> Legal Analyst/Consultant | 27 | <input type="checkbox"/> Court Reporter |
| 16 | <input type="checkbox"/> Litigation Support Services | | |

Please return this Addendum along with the completed AO 213 Form to:
United States District Court, Clerk's Office - 167 N. Main Street, Suite 242, Memphis, Tennessee 38103

Attn: Vendor Maintenance Clerk