

January 02, 2025

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. NASSP is the leading organization of middle level and high school principals and other school leaders across the United States. We seek to transform education through school leadership, recognizing that the fulfillment of each student's potential relies on great leaders in every school committed to the success of each student. Reflecting its long-standing commitment to student leadership development, NASSP administers the National Honor Society, National Junior Honor Society, National Elementary Honor Society, and National Student Council.

Our payment terms are DUR (due upon receipt) and we accept 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 or phoned in.

Please note that our new Remit To address below.

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 or our Customer Care Center team at membership@nassp.org; or sales@nassp.org.

Kathy Jones

Kathy Jones

Senior Accounts Receivable Specialist, Finance

Form **W-9** (Rev. March 2024)

(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

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H	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) National Association of Secondary School Principals																										
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		☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate											ate	Exempt payee code (if any)													
			LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate code (C, S, or P) for the tax classification of its owner.									x prop	x							eign Account Tax							
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	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions													(Applies to accounts maintained outside the United States.)													
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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</i>										- I II																	
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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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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 10-23-2025

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: January 2, 2025

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



January 02, 2025

To Whom It May Concern:

The <u>National Association of Secondary School Principals | NASSP</u> is the <u>sole source</u> 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 | nhs.us | njhs.us | nehs.org | nasc.us | natstuco.org.

Noah Raskin

261-

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 <u>service fee</u> by the sending bank. This fee <u>must be included</u> in the funds sent.

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



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.

Account Title: NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

Account Number: 5303612701

Bank Routing Number: 054000030 – ACH & CHECKS

031000053- WIRES

Bank Swift Code: PNCCUS33 (required for international payments)

Bank Address: PNC Bank, N.A.

249 Fifth Avenue Pittsburgh, PA 15222

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.

Sincerely,

Rebecca Woodruff

Assist Vice President, Senior Sales Associate, Treasury Management

PNC Bank

Keliaca Wa



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