


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			Order # 7036-980019		
FY 2020	Buyer JB	Date 9/9/2019	Account	P.O. Date 01/01/1998	Contract 7036-980019			
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input checked="" type="checkbox"/> Agreement				Document Action <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error				<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input checked="" type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
Vendor Name, Address, Phone #, etc. Learfield Communications, LLC dba Learfield IMG College 505 Hobbs Road Jefferson City, MO 65109			Vendor Code		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			
Ph# 336-831-0737		Fax		FEIN# 47-0911648				
Item#	Quantity	Description of Change			Unit Price	Extended Price		
		<p style="text-align: center;">Change Order # 12</p> <p>To change the Vendor Name and Address:</p> <p>Vendor Name and Address changed from: IMG COLLEGE LLC 540 N Trade St Winston Salem, NC 27101</p> <p>To read as: Learfield Communications, LLC dba Learfield IMG College 505 Hobbs Road Jefferson City, MO 65109</p> <p>Effective date of name change: 9/9/2019</p> <p>All other terms, conditions, and specifications contained in the original contract remain unchanged.</p>						
Reason for Change: To change the Vendor Name and Address					Previous Total	\$ OPEN-END		
					Increase	\$		
					Decrease	\$		
					New Total	\$ OPEN-END		

Approved: Angela White Neff 9/9/19
 Authorized Signature Date

N/A
 Attorney General if required Date



Notice of Invoice Remittance Address Change

Dear Business Partner,

Effective July 1, 2019, Learfield IMG College has a new payment address.

To ensure that your payments continue to be properly and timely credited to your account, please use the following payment remittance address:

Learfield IMG College
PO Box 843038
Kansas City, MO 64184-3038

Please update your records, or forward this to the appropriate person regarding the new location to send your invoice payments.

Note for Checks: *To receive proper credit for your payment, please include the remittance invoice stub with your check or a breakout of payments with your check stubs.*

To initiate an ACH as your form of payment, you will need the following information:

Bank Info:	Commerce Bank, P.O. Box 843038, Kansas City, MO 64184-3038
ABA Routing Number:	101000019
Name on Account:	Learfield IMG College
Account Number:	403549625

Note for ACH Payments: *To ensure your payment is applied to the correct account, we require that you submit an email containing the pertinent payment information (**Customer Number and Invoice Number**). Please forward this information to our Accounts Receivable Department at ar@learfieldimgcollege.com.*

If you have any questions, please do not hesitate to call us at **336-831-0737** or email us at ar@learfieldimgcollege.com.

We appreciate and value your partnership and look forward to continuing to serve your brand experience needs.

Thank you for choosing Learfield IMG College.

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.

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. A-L Tier II LLC fka Patron Solutions LLC		
2 Business name/disregarded entity name, if different from above Learfield Communications, LLC (dba Learfield IMG College)		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one 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 checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: 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 not 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 type="checkbox"/> Other (see instructions) ►	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. 505 Hobbs Road	Requester's name and address (optional)	
6 City, state, and ZIP code Jefferson City, MO 65109		
7 List account number(s) here (optional) REMIT PAYMENT TO: c/o Learfield IMG College, P.O. Box 843038, Kansas City, Missouri 64184-3038		

Part I Taxpayer Identification Number (TIN)

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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

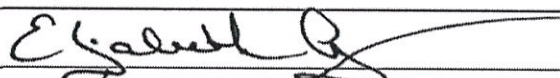
Social security number								
			-				-	
or								
Employer identification number								
4	7	-	0	9	1	1	6	4 8

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 06/24/19
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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.

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.