


<b>Purchase Change Request</b>		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	<b>Order #</b> MU17BOOKSTORE
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FY 22	Buyer JH	Date 3/28/2022	Account Various	P.O. Date 7/1/2016	Contract MU17BOOKSTORE
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<b>Document</b> <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	<b>Document Action</b> <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 checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Follett Corporation Dba - Follett Higher Education Group, LLC 3 Westbrook Corporate Center Suite 200 Westchester, IL 60154	Vendor Code <b>36-2369161</b>	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 800-365-5388	Fax	FEIN# 36-2369161

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # <u>7</u></b>  To amend contract MU17BOOKSTORE according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, as per the information below and on Page 2.  Campus-wide Bookstore  Vendor Name and FEIN changed from: Follett Higher Education Group, Inc. FEIN #: 36-2593135  To read as: Follett Corporation Dba - Follett Higher Education Group, LLC FEIN #: 36-2369161  Effective Date of Changes: 3/28/2022  Contract Effective Date(s): July 1, 2021 to June 30, 2022		

Reason for Change: To amend Vendor's Name and FEIN.	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved: Angela White Neely 3/28/22  
 Authorized Signature Date

N/A  
 Attorney General if required Date



Follett Higher Education Group, LLC.  
3 Westbrook Corporate Center, Suite 200  
Westchester, IL 60154  
[www.follett.com](http://www.follett.com)

March 7, 2022

RE: Notification of Entity Name & FEIN Changes  
W9 Document Attachment

To All Customers:

This letter shall serve as notification of entity name and federal tax identification number (FEIN) change due to the recent ownership transition.

Please use this letter and attached W9 as supporting documentation to adjust your records accordingly and effective immediately. Note the certification for Follett Corporation conducting business as Follett Higher Education Group, LLC.

**Prior Entity Name:**

Follett Higher Education Group, Inc.  
FEIN #: 36-2593135

**Updated/Current Entity Name:**

Follett Corporation  
Db a - Follett Higher Education Group, LLC  
FEIN #: 36-2369161

Please update your records accordingly. If you have any questions regarding this letter, send an email to FHEG Tax Accounting [taxaccounting@follett.com](mailto:taxaccounting@follett.com).

We look forward to our continued partnership in improving and inspiring education.

Thank you

**Ken Hansen**

Vice President  
Follett Corporation  
3 Westbrook Corporate Center Suite 200  
Westchester, IL 60154  
[khansen@follett.com](mailto:khansen@follett.com)  
Office: 708-884-3011

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## 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.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>FOLLETT CORPORATION</b>	
<b>2</b> Business name/disregarded entity name, if different from above <b>FOLLETT HIGHER EDUCATION GROUP, LLC</b>	
<b>3</b> 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 checked="" type="checkbox"/> <b>C Corporation</b> <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>C</b> <small>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.</small>  <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <b>5</b>  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>3 WESTBROOK CORPORATE CENTER SUITE 200</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>WESTCHESTER ILLINOIS 60154</b>	
<b>7</b> List account number(s) here (optional)	

### 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.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
or	
<b>Employer identification number</b>	
3 6 - 2 3 6 9 1 6 1	

**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.

### Part II Certification

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.

**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.

<b>Sign Here</b>	Signature of U.S. person ▶	Kenneth P. Hansen Vice President	Date ▶ <b>2-1-22</b>
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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.*

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
000000179417	BETHANY COLLEGE BOOKSTORE		Active	Inactive	
000000179418	BETHANY COLLEGE BOOKSTORE #959		Discontinued	Inactive	
000000179419	CALIFORNIA U OF PA BOOKSTORE		Inactive	Inactive	
000000179420	COASTAL CAROLINA UNIV BOOKSTORE		Active	Inactive	
✓ 000000179421	FOLLETT CORPORATION		Active	Inactive	
000000179422	CONCORD UNIV BOOKSTORE #1265	FOLLETT CORPORATION	Active	Inactive	
000000179423	FAIRMONT BKS #1244		Discontinued	Inactive	
000000179424	FAIRMONT STATE UNIV BOOKSTORE		Active	Inactive	
000000179425	FHEG GENEVA COLLEGE BOOKSTORE		Active	Inactive	
000000179426	FHEG-GENEVA COLLEGE BOOKSTORE		Inactive	Inactive	

From 1 to 10 of 28 First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Info

Vendor/Customer : 000000179421  
 Legal Name : FOLLETT CORPORATION  
 Alias/DBA :  
 Vendor Active Status : Active  
 Vendor Approval Status : Complete  
 Customer Active Status : Inactive  
 Customer Approval Status : Incomplete  
 Location Name :  
 First Name :  
 Middle Name :  
 Last Name :  
 Company Name : FOLLETT CORPORATION  
 Previous Name :  
 Previous Street :  
 Previous City :  
 Previous State/Province :  
 Previous Country :  
 Restrict Use by Department :  
 Miscellaneous Account :  
 Internal Account :  
 Third Party Only :  
 Third Party Vendor :  
 Third Party Customer :  
 Inventory Customer :  
 Healthcare Provider :  
 Never Archive :  
 Restrict VSS Access : No  
 Discontinue - No New Business :  
 Prevent MA Reference :  
 PunchOut Enabled :  
 Re-PunchOut Enabled :  
 Electronic Order Enabled :  
 W-9 Received :  
 W-9 Received Date : 03/16/2022  
 W-8 Received :  
 W-8 Received Date :  
 Accepts Credit Cards :  
 Active From : 03/16/2022  
 Active To :  
 Last Usage Date : 03/25/2022  
 Department :  
 Unit :

Headquarters

Headquarters Account : No  
 Headquarters Account Code : 000000179422  
 Headquarters Account Legal Name : CONCORD UNIV BOOKSTO  
 Franchise Account :  
 Web Address http:// :  
 Catalog DUNS :  
 Catalog Extended DUNS :  
 Taxpayer ID Number : \*\*\*\*\*9161  
 Taxpayer ID Number Type : EIN

Organization

Organization Type : Company  
 1099 Classification : Corporation  
 1042-S Ch. 3 Recipient Code :  
 1042-S Ch. 4 Status Code :  
 Number of Employees :  
 Merchant ID :  
 Sex :  
 Date of Birth :  
 Marital Status :  
 Annual Income :  
 IRS Country of Residence :  
 IRS Country Sub Code :  
 Contract Withholding Exempt :  
 National Provider ID :  
 Assigning Authority :  
 CAGE Code :  
 Permanent Staffed Office in State :  
 1099 Indicator : No  
 1042-S Indicator :  
 Taxpayer ID Number : 362369161  
 Taxpayer ID Number Type : EIN  
 Detailed TIN Type :  
 Foreign Tax ID :  
 GIIN :  
 1042-S Recipient Account Number :  
 W-8 Form :  
 Tax Profile :  
 Tax Profile Name :  
 EBIC Number :  
 IAEC Number :  
 Web Address http:// :  
 Employee ID :  
 Employee Status :  
 Supplier Shared Secret :

Disbursement Options

Category : DIRC  
 Description : Direct Payments  
 Default Type : Check  
 Default Priority : 99  
 Default Format : REG  
 Default Format Description :  
 Scheduled Payment Day :  
 Hold Payment :  
 Hold Payment Authorized By :  
 Hold Payment Authorized On :  
 Hold Reason :  
 Prevent New Spending :



Single Payment Indicator :

Name on Check : Legal Name ▾

Eligible for VCA Payments :

VCA Effective From Date :

VCA Effective To Date :

VCA Primary Email :

VCA Secondary Email :

VCA Comments :

Prevent New Orders : For All Departments ▾

Third Party Code :

Third Party Name :

Third Party Approved By :

Third Party Approved On :

Third Party Reason :

Always Infer Third Party Vendor :

Third Party Address ID :

▼ Prenote/EFT

Generate EFT Payment :

ABA Number :

Bank Name :

Account Type :

Account Number :

Routing ID Number :

Bank Phone Number :

Prenote Requested Date :

Prenote Return Reason :

Prenote Return Reason Message :

Foreign Correspondent Bank Name :

Foreign Correspondent Bank Branch Country Code :

Account Number Linkage to Provider Identifier :

Reason for Submission :

EFT Format :

EFT Format Description :

EFT Status :

Last Status Change :

EFT Status Description :

Prenote Return Reason Explanation :

W-9 Mailing Date :

W-9 Response Date :

▼ Remittance Advice

Remittance Advice Required :

Remittance Advice Format :

Remittance Advice Format Description :

Remittance Advice Transmission Mode :

▼ Vendor Terms

Number of Days 1 :

Discount Percent 1 :

Discount Always 1 :

Number of Days 2 :

Discount Percent 2 :

Discount Always 2 :

Number of Days 3 :

Discount Percent 3 :

Discount Always 3 :

Number of Days 4 :

Discount Percent 4 :

Discount Always 4 :

▼ Accounts Receivable

Default Receipt Type :

Default Billing Profile :

Cost Accounting Funding Type :

Credit/Debit Card Type :

Credit/Debit Card Number :

Name on Card :

Credit/Debit Card Expiration Month :

Credit/Debit Card Expiration Year :

Bill Headquarters :

Bankruptcy :

Central Statement BPRO :

Central Statement Billing Location :

Central Statement Address ID :

Suppress Central Statement :

Suppress Central Past Due Statement :

▼ eMALL

DUNS :

Extended DUNS :

Internet Catalog :

VSS Registered :

Preferred Ordering Method :

Peard Acceptance Level :

Create Certification Document :

Vendor Preference Level : 99

▼ Location Information

\*Verify My Locations by : Create My Own ▾

Vendor Verification Based On : Migrated vendor accounts ha

Vendor Verification Password :

Send Activation Code :

Activation Email Address :

Activation Code :

Confirm Activation Code :

Requestor Name :

Requestor Phone Number :

Confirm Verifications :

► Fee and Vendor Compliance Holds

Fee Exempt :

Registration Application Date :

Registration Effective Date :

Registration Expiration Date :

Pre-Registration Code :

Tax Clearance :

Unemployment Insurance :

Worker's Compensation :

Secretary of State Registration :

Federal Debarred :

► Executive Compensation

▼ Additional Information

Miscellaneous Field 1 :

Miscellaneous Flag 1 :

Miscellaneous Field 2 :	<input type="text"/>	Miscellaneous Flag 2 :	<input type="checkbox"/>
Miscellaneous Field 3 :	<input type="text"/>	Miscellaneous Flag 3 :	<input type="checkbox"/>
Miscellaneous Field 4 :	<input type="text"/>		
Miscellaneous Field 5 :	<input type="text"/>		
Miscellaneous Field 6 :	<input type="text"/>		
Miscellaneous Field 7 :	<input type="text"/>		

▼ Travel

Traveler :

Travel Policy :  

Allow Traveler Advances :

PCard ID :  

▼ Change Management

Created By : conversion	Last Modified By : batch
Conversion User	Batch User
Created On : 06/03/2014	Last Modified On : 03/16/2022
Last Approved By : batch	Comments : To modify Vendor Active Status to Discontinued per JIRA WVO-9844. This is a part of the Vendor Cleanup Project related to Inactive Vendors
Batch User	
Last Approved On : 03/16/2022	
Date Registered : 06/03/2014	

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## Hawthorne, Justin

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**From:** Freeman, Melody  
**Sent:** Thursday, March 10, 2022 1:26 PM  
**To:** Fry, Kim  
**Cc:** Purchasing; Negley, Angela White  
**Subject:** FW: Name on Invoices  
**Attachments:** Notification of Entity Name FEIN Changes Letter 3-7-22.doc; Follett Higher Education Group LLC W-9 2-18-22.pdf

Hi Kim,

Can you deactivate ASAP the old # (362593135) so that no one tries to use it in Banner, and add the new # using the Follett Higher Education Group LLC to Banner (to print on the POs as the name).

Also, can you make the changes to Oasis?

Purchasing:

We will need the contract MU17BOOKSTORE updated with the new name (LLC instead of the INC) and the new FEIN – 362369161.

Thank you!  
Melody

---

**From:** 0419mgr <0419mgr@follett.com>  
**Sent:** Thursday, March 10, 2022 1:15 PM  
**To:** Freeman, Melody <freeman70@marshall.edu>  
**Subject:** Re: Name on Invoices

Oops, sorry! Yes, I think having the INC at the end should be ok for the ones you've already processed.

Thank you,

**Celeste Polsinelli**

Store Manager III- Multi-Unit



Tel: 304-696-3622 Ext:2456 | Fax: 304-696-3623

Follett Higher Education Group

Marshall University Bookstore  
Marshall University  
5th Ave. & 1 John Marshall Dr.

Huntington, WV 25701

[c.polsinelli@follett.com](mailto:c.polsinelli@follett.com) | [0419mgr@follett.com](mailto:0419mgr@follett.com)  
[www.follett.com](http://www.follett.com) [marshallustore.com](http://marshallustore.com)

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**From:** Freeman, Melody <[freeman70@marshall.edu](mailto:freeman70@marshall.edu)>  
**Sent:** Thursday, March 10, 2022 1:13 PM  
**To:** 0419mgr <[0419mgr@follett.com](mailto:0419mgr@follett.com)>  
**Subject:** RE: Name on Invoices

**CAUTION: This email was sent from outside of Follett. Please be careful with web links or attachments, and avoid entering credentials when you are not expecting a logon prompt.**

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Hi Celeste,

There is no attachment.

One more thing... We have all of these checks issuing with the INC at the end. I just want to confirm that this is okay as we have several payments outstanding.

We will start on the changes now for all future invoices and purchase orders.

Thank you,  
Melody

---

**From:** 0419mgr <[0419mgr@follett.com](mailto:0419mgr@follett.com)>  
**Sent:** Thursday, March 10, 2022 1:10 PM  
**To:** Freeman, Melody <[freeman70@marshall.edu](mailto:freeman70@marshall.edu)>  
**Subject:** Re: Name on Invoices

Hi Melody,

Yes, I've attached the accompanying letter explaining the changes. Sorry I forgot to attach it in the previous email. We were recently purchased by an investment company so that is why the name and FEIN are changing. Please let me know if you have any additional questions.

Thank you,

**Celeste Polsinelli**

Store Manager III- Multi-Unit





Tel: 304-696-3622 Ext:2456 | Fax: 304-696-3623

Follett Higher Education Group

Marshall University Bookstore  
Marshall University  
5th Ave. & 1 John Marshall Dr.

Huntington, WV 25701

[c.polsinelli@follett.com](mailto:c.polsinelli@follett.com) | [0419mgr@follett.com](mailto:0419mgr@follett.com)  
[www.follett.com](http://www.follett.com) [marshallstore.com](http://marshallstore.com)

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**From:** Freeman, Melody <[freeman70@marshall.edu](mailto:freeman70@marshall.edu)>  
**Sent:** Thursday, March 10, 2022 1:06 PM  
**To:** 0419mgr <[0419mgr@follett.com](mailto:0419mgr@follett.com)>  
**Subject:** RE: Name on Invoices

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Hi Celeste,

So you have a new FEIN and name? I want to be sure before we change everything. The contract, purchase orders, and the vendor database in wvOasis will all have to be changed.

We are currently using FEIN 362593135. Is this discontinued?

Thank you,  
Melody

**From:** 0419mgr <[0419mgr@follett.com](mailto:0419mgr@follett.com)>  
**Sent:** Thursday, March 10, 2022 12:59 PM  
**To:** Freeman, Melody <[freeman70@marshall.edu](mailto:freeman70@marshall.edu)>  
**Subject:** Re: Name on Invoices

Hi Melody,

We just received an updated W-9 from our home office yesterday, so I apologize it hadn't gotten to you yet. I've attached the updated W-9 with our new name. Please let me know if there's anything else you need.

Thank you,

**Celeste Polsinelli**

Store Manager III- Multi-Unit



Tel: 304-696-3622 Ext:2456 | Fax: 304-696-3623

Follett Higher Education Group

Marshall University Bookstore  
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5th Ave. & 1 John Marshall Dr.

Huntington, WV 25701

[c.polsinelli@follett.com](mailto:c.polsinelli@follett.com) | [0419mgr@follett.com](mailto:0419mgr@follett.com)  
[www.follett.com](http://www.follett.com) [marshallustore.com](http://marshallustore.com)

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**From:** Freeman, Melody <[freeman70@marshall.edu](mailto:freeman70@marshall.edu)>  
**Sent:** Thursday, March 10, 2022 8:31 AM  
**To:** 0419mgr <[0419mgr@follett.com](mailto:0419mgr@follett.com)>  
**Subject:** Name on Invoices

**CAUTION: This email was sent from outside of Follett. Please be careful with web links or attachments, and avoid entering credentials when you are not expecting a logon prompt.**

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Good morning,

The batch of invoices (one attached) that we recently received has all been processed, but they all were rejected by the State Auditor's office due to the name inconsistency on the invoice. We are working on these now.

We have always paid "Follett Higher Education Group INC", however this batch came in with "LLC" at the end. Our contract MU17BOOKSTORE has the "INC" at the end of your name, along with our State vendor database.

We DO NOT need new invoices for all that we have, but we are requesting that any future invoices please have the "INC" at the end of your business name. If you are wishing to change your name in our State Vendor Database to match the attached invoice with the "LLC", please include a W-9 form and we will request a name change, along with having our contract updated.

Thank you and have a good day,  
Melody

Melody Freeman

Manager, Accounts Payable Sr.  
OM 203  
Marshall University  
304-696-2221  
[Freeman70@marshall.edu](mailto:Freeman70@marshall.edu)