


<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 23	Buyer MW	Date 12-19-2022	Account	P.O. Date 07-01-2016	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. Vendor Code <b>36-2593135</b> Follett Corporation Dba-Follett Higher Education Group, LLC 3 Westbrook Corporate Center, Suite 200 Westchester, Illinois 60154 Ph# 800-365-5388 Fax FEIN# 36-2593135	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # 9</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 Corporation Dba-Follett Higher Education Group, LLC FEIN#: 36-2369161  To read as: Follett Corporation Dba-Follett Higher Education Group, LLC FEIN#: 36-2593135  Effective Date of Changes: 09/14/2022 Contract Effective Date(s): July 1, 2022 to June 30, 2023		

Reason for Change: To amend Vendor's FEIN.	Previous Total	\$	OPEN-END
	Increase	\$	
	Decrease	\$	
	New Total	\$	OPEN-END

Approved: Michelle W. Greder 12/19/2022  
 Authorized Signature Date

N/A  
 Attorney General if required Date



Follett Higher Education  
3 Westbrook Corp Center  
Suite 200  
Westchester, IL 60154  
www.follett.com

September 14, 2022

To All Customers:

As a result of our recent ownership change, please find the new taxpayer identification number and certification for Follett Corporation, doing business as Follett Higher Education Group, LLC.

Please use the name **Follett Higher Education Group, LLC** and the **FEIN: 36-2593135** as per the IRS Form W-9 (see attached).

Disregard any previous communications and update your records accordingly. In addition, if your entity has received invoices displaying FEIN 36-2569161, this letter shall serve as an override and/or approval to utilize either FEIN to remit payment. Current/future invoices will be displayed with the FEIN **36-2593135**.

We apologize for any inconvenience the name change from Follett Higher Education Group, Inc. to Follett Higher Education Group, LLC may have caused.

We look forward to continuing to provide outstanding service to your campus.

A handwritten signature in black ink, appearing to read 'G. E. Kyroudis', written in a cursive style.

**George Kyroudis**  
Vice President Tax



Follett Corporation  
3 Westbrook Corporate Center Suite 200  
Westchester, IL 60154

# 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.  
**FOLLETT CORPORATION**

**2** Business name/disregarded entity name, if different from above  
**FOLLETT HIGHER EDUCATION GROUP, LLC**

**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.

Individual/sole proprietor or single-member LLC

**C Corporation**

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**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.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) N/A

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**3 WESTBROOK CORPORATE CENTER, SUITE 200**

**6** City, state, and ZIP code  
**WESTCHESTER, ILLINOIS 60154**

**7** List account number(s) here (optional)

Requester's name and address (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.

**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**

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**or**

**Employer identification number**

3	6	-	2	5	9	3	1	3	5
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## 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 ▶

*A. E. [Signature]*

Date ▶

*9-14-22*

## 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.*