

May 09, 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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	 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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	NASSP NHS NJHS NSC NatStuCo NASC NPC National Principals Conference 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.														4 E	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):									
			☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate											ate	Exempt payee code (if any)										
		_ N	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.										ax oprop												
		Other (see instructions) 501 (c)(3)													i) 3	i airy)									
	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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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: April 11, 2025

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



May 09, 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



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