



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](mailto: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](mailto:billing@nassp.org) or our Customer Care Center team at [membership@nassp.org](mailto:membership@nassp.org); or [sales@nassp.org](mailto:sales@nassp.org).

A handwritten signature in black ink that reads 'Kathy Jones'. The signature is written in a cursive, flowing style.

Kathy Jones

Senior Accounts Receivable Specialist, Finance

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> 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.) <b>National Association of Secondary School Principals</b>		
	<b>2</b> Business name/disregarded entity name, if different from above. <b>NASSP   NHS   NJHS   NSC   NatStuCo   NASC   NPC   National Principals Conference   LEAD Conferences</b>		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> 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 box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) <b>501 (c)(3)</b>		
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)		
	<b>3b</b> 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 . . . . . <input type="checkbox"/>		
<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>1904 Association Drive      Remit to: PO Box 640245</b>		Requester's name and address (optional)	
<b>6</b> City, state, and ZIP code <b>Reston VA 20191-1537      Pittsburgh PA 15264-0245</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.

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

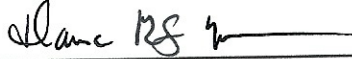
<b>Social security number</b>									
				-					
or									
<b>Employer identification number</b>									
5	2	-	6	0	0	6	9	3	7

**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.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>3/22/2024</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).

**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 National Association of Secondary School Principals | NASSP is the sole source 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](http://nassp.org) | [nhs.us](http://nhs.us) | [njhs.us](http://njhs.us) | [nehs.org](http://nehs.org) | [nasc.us](http://nasc.us) | [natstuco.org](http://natstuco.org).

Noah Raskin

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