



How Purchase Orders Work on TpT

1. Before creating a Purchase Order (PO), determine whether it's best to make a purchase using a teacher's individual TpT account or through [TpT for Schools](#). Purchasing through TpT for Schools will allow administrators to easily manage and distribute resources from one central account.
2. To check out using a Purchase Order, you'll need to first log in to TeachersPayTeachers.com. Don't have an account? Signing up is easy and free. If you're a school administrator, you can register your school or district by visiting [Schools.TeachersPayTeachers.com](#).
3. Add the resource(s) to your cart and proceed to the checkout page. Select the **Purchase Order** payment method, you will be asked to enter your school billing information, and click **Submit Order**.
Please note: There is a \$20 order minimum and a \$2.99 processing fee for Purchase Orders. This minimum and fee are waived when purchases are made through TpT for Schools.
4. After submitting your order, your prices will be locked in. You'll be prompted to download and print your TpT Purchase Order Quote. A copy of your Quote will also become available to download in your "My Purchases".
5. To process your order, you'll need to send us the two documents listed below. These documents can be sent by email (fastest processing time) or fax. Please send them together to help avoid delays in processing.

Document #1: A signed Purchase Order form from your school or district. This form must be signed by your school administrator. Your school may also require a W-9 form from TpT. You'll find a template below.

*** Payment information will be sent to you separately by invoice once the order has been processed, please do not include payment with your PO.*

Document #2: TpT Purchase Order Quote mentioned in step 4 above. This sheet has your pending Quote ID and lists the order details. There's no need to sign the Quote form.

*** This form has your pending Quote ID — generated by TpT - and is unique to each order.*

Email
PurchaseOrders@TeachersPayTeachers.com

Fax
914-881-9005

In line with guidance from local officials related to COVID-19, the Teachers Pay Teachers office is currently closed. Given this, we can only accept purchase orders via email or fax at this time. We appreciate your understanding

6. You will receive an email confirmation once the Purchase Order has been processed.
7. An invoice will then be sent to the School/District and the listed billing contact via the method selected (mail or email). Payments are due within 30 days of the invoice date.
*If you're placing a PO outside of the United States, please be aware that we're unable to generate invoices in other currencies. Therefore, your invoice will be in USD.

Payment for Purchase Orders should be mailed to:

Teacher Synergy LLC
75 Remittance Drive-Dept 6759
Chicago, IL 60675-6759

Tax Information

In this packet, you'll find a copy of our W-9 form with our federal tax ID. Your billing or business department may require a copy of this form before they can make payment on an invoice. This form may also be necessary if your school needs to issue a 1099-MISC form to us at the end of the year. You do not need to issue a 1099-MISC form to an individual TpT Seller directly, as we facilitate purchases and payment.

Please note this instruction sheet contains two different addresses:

Mailing and Business Address: (Currently not accepting mailed POs)	Teacher Synergy LLC PO Box 1411 New York, NY 10276
Payment Address:	Teacher Synergy LLC 75 Remittance Drive-Dept 6759 Chicago, IL 60675-6759

Have questions about this process or want someone to help walk you through it? Simply email us at PurchaseOrders@TeachersPayTeachers.com.

Thank you!

Schools Purchasing Team
Teachers Pay Teachers

Email: PurchaseOrders@TeachersPayTeachers.com
Phone: (413) 342-0505
Fax: (914) 881-9005

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to 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. Teacher Synergy, LLC		
	2 Business name/disregarded entity name, if different from above Teachers Pay Teachers		
	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.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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		Exempt payee code (if any) _____
	<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.		Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶		(Applies to accounts maintained outside the U. S.)
	5 Address (number, street, and apt. or suite no.) See instructions. PO Box 1411		Requester's name and address (optional)
6 City, state, and ZIP code New York, NY 10276			
7 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. 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	6	-	5	4	4	3	5	80

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 ▶ <i>Mehmet Ceylan</i>	Date ▶ 01/01/2020
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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.