



How Purchase Orders Work on TpT

1. When ordering with a School Purchase Order (PO), you'll want to first determine whether it's best for the teacher(s) who will be using the resources to use their own TpT accounts, or whether you want to place the order from a central/school owned account. A central account helps ensure that the school maintains access to the resource files, and may be the best approach when multiple teachers need the same resource (discounts apply if multiple licenses are ordered from the same account), or several teachers are involved in the order, and one invoice is required rather than multiple invoices.
2. To submit an order, you'll need to have a TpT account. If you already have an account, you're all set! If you don't, you can sign up for one by visiting our [sign-up page](#). (Don't worry, it's free!)
3. Now it's time to log in and begin shopping! Add the resources you want to include in your order to your shopping cart. Once you've finished adding resources to your shopping cart, you can proceed to our "Checkout" screen. Keep in mind, the minimum Purchase Order size is \$20 and there will be a \$2.99 fee applied to each purchase made with a purchase order.
4. At checkout, select the "Purchase Order" payment tab. (Note: You will not be able to select the Purchase Order payment option if you don't meet the \$20 minimum requirement.) Fill in your school's billing contact information and click "Next."
5. After submitting your order, you'll be prompted to download and print the TpT Purchase Order Quote. *You won't be asked for a PO number yet — the TpT Purchase Order Quote creates a record of the resources you're ordering, with their set price at the time of ordering.
6. To process your PO, you need two documents:
 - o **Document #1:** TpT Purchase Order Quote. This sheet has your pending Quote ID, and lists the resources included in your order along with their prices. Once you obtain a signed school PO, please write the PO number on the TpT Purchase Order Quote in the space provided. There is no need to sign this form — doing so will not fulfill the requirement of a signed PO (document #2 below)

****Please do not reuse a Purchase Order Quote from a previous purchase order, even if it is blank. This form has your pending Quote ID, generated by TpT and unique to each order.**

- o **Document #2:** Signed Purchase Order from your school or district. This form must be signed by your school administrator (please use a form provided by your school or district). *Your school may also require a W-9 form from TpT. You can find it attached to this Purchase Order Information Packet below.*

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

7. Once you have both documents ready, you can send your documents by **email** (preferred for faster processing), **fax**, or **postal mail** using the contact information below. All orders are subject to credit approval. (***Note:** Purchase Orders sent by postal mail may take up to two weeks to process.)

Email

PurchaseOrders@TeachersPayTeachers.com

Fax

914-881-9005

Postal Mail

Teacher Synergy LLC
PO Box 1411
New York, NY 10276

8. Once the PO is processed, an email will be sent to the email address associated with the TpT account the order is placed from to confirm that the purchased items are available for download. An invoice will then be sent to the School/District as well as 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 are not able to generate invoices in other currencies, so your invoice will be in USD.**

Payment for Purchase Orders should be mailed to:

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

Tax Information?

In the back of this packet you'll find a copy of our W-9 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 to an individual TpT Seller directly, as we facilitate purchases and payment.

Please note that this instruction sheet contains two different addresses:

1. Mailing and Business Address: Teacher Synergy LLC
PO Box 1411
New York, NY 10276
(*you can also use this address for PO questions
or other correspondence)
2. Mailing Payments: Teacher Synergy LLC
75 Remittance Drive
Department 6759
Chicago, IL 60675-6759

If you have any questions about this process or you'd like someone to walk you through it, please send an email to us at schools@teacherspayteachers.com with a brief message and a phone number to reach you. We'll give you a call as soon as possible or schedule a time that works best for you.

Purchase Order Team
Teachers Pay Teachers
Email: purchaseorders@teacherspayteachers.com
Phone: 413-342-0505
Fax: 914-881-9005

Updated: October 2016

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific instructions on page 2.	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 TeachersPayTeachers	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <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 <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ P <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
OR	
Employer identification number	
4 6 - 5 4 4 3 5 8 0	

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 07/20/2016
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.