



**MAILING ADDRESS**

P.O. Box 7488  
Madison, WI 53707-7488  
WEB ADDRESS: demco.com

**STREET ADDRESS**

4810 Forest Run Road  
Madison, WI 53704

**REMITTANCE ADDRESS**

PO Box 8048  
Madison, WI 53708-8048

**PHONE NUMBERS**

Ordering  
Customer Service  
Accounting  
Demco Interiors  
Inside Sales  
Contracts

**Toll-Free**

800-356-1200  
800-962-4463  
800-752-7614  
800-747-7561  
800-462-8709  
866-558-9068

**Fax**

800-245-1329  
877-800-5917  
800-417-7614  
800-730-8094  
888-329-4728  
888-320-0288

**Email Address**

[order@demco.com](mailto:order@demco.com)  
[custserv@demco.com](mailto:custserv@demco.com)  
[billing@demco.com](mailto:billing@demco.com)  
[inquiries@demco.com](mailto:inquiries@demco.com)  
[quote@demco.com](mailto:quote@demco.com)  
[contracts@demco.com](mailto:contracts@demco.com)

**CORPORATE OFFICERS**

Nedra Sadorf President  
Michael Goethel Vice President, Business Transformation and Continuous Improvement  
Pam Terry Vice President, Marketing  
Kurt Ballweg Vice President, Finance & Human Resources

**OWNER**

Wall Family Enterprise, Inc. 4810 Forest Run Road Madison, WI 53704 608-241-1201  
Sandy Brandmeier Chief Executive Officer

**BUSINESS CATEGORY**

Demco Inc. offers a full range of furniture, equipment, and supplies used in schools and libraries. An annual full-line catalog is published annually and is available in January.

Demco Inc. has been in business under the current ownership since October 1978; we have been serving schools and libraries since 1905.

STATE OF INCORPORATION Wisconsin FEDERAL ID# 39-1311089  
NUMBER OF EMPLOYEES 295 DUNS 00-6552483

Demco Inc. is not a small business under the U.S. Small Business Administration definition.

**TRADE REFERENCES**

ACCO Brands 1-847-484-4229 Account #1893  
Bayscan Technologies 1-877-229-7226  
Community Seating 1-800-622-5661 Account #5370701  
Bretford Manufacturing, Inc 1-800-521-9614 Account #1009

**INSIDE SALES DEPARTMENT CONTACT INFORMATION**

K-12 Market  
East Region: Deb Merfeld 1-800-462-8709 ext 7426  
West Region: LeAnn Dawson 1-800-462-8709 ext 7289  
Midwest Region: Cheryl Stedman 1-800-462-8709 ext 7188  
Public Library Market  
West Region: Lisa Heinen 1-800-462-8709 ext 7186  
East Region: Patrick Crombie 1-800-462-8709 ext 7221  
High Education Market  
Nationwide: Linda Buchholz 1-800-462-8709 ext 7427  
Other Markets  
Nationwide: Kim Satterlee 1-800-462-8709 ext 7407

**CONTRACT DEPARTMENT CONTACT INFORMATION**

Eastern Region: Kristopher Snow 1-866-558-9068 ext 7228  
Western Region: Amy Terbilcox 1-866-558-9068 ext 7423

**PAYMENT TERMS:** Net 30 days

**Warehouse Space:** 150,000 Sq Ft

**Office Sp:** 42,500 Sq Ft

NAICS CODES: 423490; 339999; 454113; 337127; 337211; 337214  
NIGP CODES: 420, 525, 125, 425, 615, 785, 832, 880  
SIC/UNSPSC CODES: 2531, 2599, 2522  
CAGE CODE: 09130

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Demco, Inc.</b>	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.) <b>4810 Forest Run Road</b>	
	<b>6</b> City, state, and ZIP code <b>Madison, WI 53704</b>	
	<b>7</b> 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 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.

<b>Social security number</b>										
or										
<b>Employer identification number</b>										
3	9		-	1	3	1	1	0	8	9

**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.

### 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.

<b>Sign Here</b>	Signature of U.S. person	Date ▶ <u>8/23/17</u>
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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](http://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.