

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M - E - M - O - R - A - N - D - U - M

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TO: Pat Ditri  
FROM: Jason Killian   
RE: Board Agenda  
DATE: 08-07-2013

The Superintendent recommends and I so move that the board approve inlingua to provide translation services at a rate not exceeding \$200 from account # 11-000-216-320-01-19 X7043 in accordance with the information in the hands of each board member.





August 7, 2013

Dear Jason:

Thank you for inquiring about our translation services. We gladly welcome the opportunity to assist your school district with their translation needs. We currently work with some other schools in the area as well.

**inlingua** has been providing translation and interpretation services in New Jersey for over 25 years. We belong to an international network of language centers that utilizes the most highly qualified translators and interpreters. Our professionals have extensive language expertise in various fields such as medicine, business, law, science, and technical areas. We have a strong background in the translation of everything from educational reports, business cards, technical manuals, lab and medical reports, contracts, patents, marketing brochures, and catalogs.

Our translation rates are based per word, and our interpretation rates are based per hour, depending on the language. If you ever need an estimate for a project or meeting that your company is planning, we will provide one promptly and free of charge. We're sure you'll find that our prices are very competitive, and are confident that we have the necessary qualifications and experience to supply top quality work. We can also provide references upon request.

In addition to providing professional translation and interpretation services, **inlingua** is recognized worldwide as a leader in language training; there are over 300 different **inlingua** language centers all over the world. The schools in Summit, Ridgewood and New York teach a number of languages on a one-on-one basis using the **inlingua** method, a practical technique in which the student begins speaking the language from the very first lesson.

We will be happy to answer any additional questions that you may have, so please don't hesitate to call. We look forward to hearing from you in the near future.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Baldani'.

Susan Baldani  
Translation Coordinator  
(908) 522-0622

## 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.

Name (as shown on your income tax return)  
**Development and Training International, Inc. dba inlingua**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**171 East Ridgewood Avenue**

City, state, and ZIP code  
**Ridgewood, NJ 07450**

Requester's name and address (optional)

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 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 chart on page 4 for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	
22	2525671

**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).

**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 4.

**Sign Here** Signature of U.S. person ▶ *Susan Baldani* Date ▶ *8/7/13*

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

**Purpose of Form**  
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,