



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 allow administrators to easily purchase and distribute resources from one central account to their teachers. Contact us for more information or to sign up.
2. To check out using a Purchase Order, you'll need to first log in to [TeachersPayTeachers.com](https://www.teacherspayteachers.com). Don't have an account? [Signing up is easy and free.](#)
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 \$100 order minimum and a \$2.99 processing fee for Purchase Orders. This minimum and fee are waived when purchases are made through a TPT for Schools administrator account.
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), fax or mail. 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.*

Email
PurchaseOrders@TeachersPayTeachers.com

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.*

Fax
914-881-9005

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: Teacher Synergy LLC
dba Teachers Pay Teachers
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

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 or call us at (413)342-0505.

Thank you!

TPT Schools Purchasing Team

Email: PurchaseOrders@TeachersPayTeachers.com

Phone: (413) 342-0505 (9am-5pm ET)

Fax: (914) 881-9005

**Request for Taxpayer
 Identification Number and Certification**
 Go to 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.	1	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.) Teacher Synergy LLC
	2	Business name/disregarded entity name, if different from above. Teachers Pay Teachers
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one 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 checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C Note: 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 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	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"/>
	5	Address (number, street, and apt. or suite no.). See instructions. 777 Mariners Island Blvd, Suite 600
	6	City, state, and ZIP code San Mateo, CA 94404
	7	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 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.

Social security number									
or									
Employer identification number									
4	6		5	4	4	3	5	8	0

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.

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 	Date 1/10/2025
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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.

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