



STUDENT AFFAIRS

Dining Services

Dining at Market Square

2nd Floor of the Brown Lupton University Union

Market Square Contact Information

Email our customer service manager, Eric Davis at eric.davis@sodexo.com with the following information:

Contact Name

Contact Email and Phone #

Group Name

Proposed Visit Date and Time

Number of People Attending

Tax Exempt Status

Market Square Office (817) 257-5486

Main Dining Office (817) 257-7283 fax (817) 257-5286

Market Square Hours of Operation

Breakfast	7:00am-10:30am
Lunch	11:00am-2:00pm
Dinner	5:00pm-9:00pm
Saturday and Sunday Brunch	9:00am-2:00pm

Market Square Door Prices

Children Under 10 and under	\$5.50
Breakfast	\$7.45
Lunch/Dinner	\$9.50
Saturday and Sunday	\$9.75

Payment Options

Please notify TCU Dining Services of your payment method prior to your visit

- Cash (At Door)
- Major Credit Card (With Authorization Form at Register)
- Check (Only with Sodexo Approved Invoice, Cannot Pay at Register, Check Payable to ("Sodexo Inc"))

Address and Directions

<http://union.tcu.edu/>

General Information

- The Private Dining Room can be reserved by, on campus groups through the Union Website: <http://union.tcu.edu/reservations/> Off Campus must go through TCU Conference Services <http://www.tcuconferenceservices.com/>
 - The Private Dining Room can accommodate 80 guests or be divided into two rooms, each holding 40. If your group is larger than 80, we cannot guarantee you will be seated together.
 - Your guaranteed number is due to TCU Dining Services 5 business days prior to your visit date.
 - All audio visual requests need to go through the BLUU at time of reservation: (817) 257-7927
 - If your group is tax exempt please fax your form, prior to visit to
ATTN: TCU Dining (817)257-5286
 - Invoice available upon request.
 - TCU Dining Services W9 and Credit Card Authorization Form below.
- * In an effort to provide the optimal dining experience for all students and guests, we ask that you refrain from scheduling non-TCU Student lunch groups during our students' peak dining times. We welcome your lunch groups at 11:00 to 11:30, or after 1:15.**

Note: Market Square's availability is based on multiple factors that will be addressed during initial contact.

Visit our Website for additional information at: <https://tcu.sodexomyway.com/index.html>

Credit Card Authorization Form for Events

Dear Valued Customer,

We are delighted that you have selected us to host your event. Please provide all the information requested below so that we process the event charges. We ask you to please sign and date the form before submission. Please fax the completed form to **TCU Dining Services** at **(817) 257-6968**,

Cardholder Information:

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ V-Code: _____

Expiration Date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Event Information:

Event name: _____

Company (if applicable): _____

Phone number: _____ Fax or alternate number: _____

Event date: _____

I certify that all information is complete and accurate. I hereby authorize **TCU Dining Services** to collect payment for all charges as indicated in the Event Charges section of this form by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

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) SODEXO SERVICES OF TEXAS, LLP	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see Instructions) ▶ _____	Exemptions (see Instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) 2901 STADIUM DRIVE	Requester's name and address (optional)
	City, state, and ZIP code FORT WORTH, TX 76129	
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 the "Name" line 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.

Social security number								

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

Employer identification number								
5	2	-	2	1	1	7	0	7

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 ▶ <u>1/17/14</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.