

# W9 Guide

SP2021

Fill in the highlighted areas on the actual W9 form for the purpose of supervision. This guide is not the W9 form.

1. Print neatly to ensure ease in reading the information.
2. Use the same name listed on your Social Security card.
3. List your current address for mailing purposes.

<p>Form <b>W-9</b> (Rev. October 2007) Department of the Treasury Internal Revenue Service</p>	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	<p style="background-color: yellow; margin: 0;"><b>Give form to the requester. Do not send to the IRS.</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Print or type See Specific Instructions on page 2.</p>	<p style="background-color: yellow;">Name (as shown on your income tax return)</p>	
	<p>Business name, if different from above</p>	
	<p>Check appropriate box: <span style="background-color: yellow;">Individual/Sole proprietor</span> Corporation Partnership                  Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ◆ -----                  Other (see instructions) ◆</p>	
	<p style="background-color: yellow;">Address (number, street, and apt. or suite no.)</p>	<p>Requester's name and address (optional)</p>
	<p style="background-color: yellow;">City, state, and ZIP code</p>	
	<p>List account number(s) here (optional)</p>	
<p><b>Part I Taxpayer Identification Number (TIN)</b></p>		
<p>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 <i>How to get a TIN</i> on page 3.</p>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="background-color: yellow; margin: 0;">Social security number</p> </div>
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="background-color: yellow; margin: 0;">Employer identification number</p> </div>
<p><b>Part II Certification</b></p>		
<p>Under penalties of perjury, I certify that:</p>		
<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. I am a U.S. citizen or other U.S. person (defined below).</li> </ol>		
<p style="background-color: yellow; margin: 0;"><b>Sign Here</b></p>	<p style="background-color: yellow; margin: 0;"><b>Signature of U.S. person</b></p>	<p style="background-color: yellow; margin: 0;"><b>Date</b></p>