Helpful Hints for IRS Form W-9 Completion

1. All information on this form must be either typed or printed clearly and legibly.

2. The name (**exactly as it is listed with the IRS**) is listed on the **first line** of the W-9. The field is listed as **Name** . If you are using a fiscal sponsor, your fiscal sponsor needs to complete the W-9 Form.

Name (as shown on your income tax return)

3. If the you are Doing Business As (DBA) another company, you can put the DBA on the **second line** of the W-9. The field is listed as **Business Name** .

Business name/disregarded entity name, if different from above

4. Only one federal tax classification box is checked.

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

5. If it is classified as a Limited Liability Company (LLC), the company **must specify** which type of tax classification they are designated as **in the space provided to the right of the LLC checkbox** with one of the appropriate letters…"C" for C-Corporation, "S" for S-Corporation, "P" for Partnership, "I" for Individual.

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

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6. If it is classified as Other, the company **must specify** which type of tax classification they are designated as **in the space provided to the right of the Other checkbox**. For example: 501C3, 501C4, Government, Non-Profit, et al…

☐ Other (see instructions) ▶

7. The Address, City, State and Zip Code are complete and spelled correctly.

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

8. The **Taxpayer Identification Number (TIN) that matches the Name on the first line** of the W-9 can be either an Employer Identification Number (EIN) **OR** a Social Security Number (SSN) , but not both.

Part I **Taxpayer Identification Number (TIN)**

Social security number

– –

Employer identification number

–

9. The W-9 is **signed AND dated** by the appropriate representative for the company.

Part II **Certification**

Sign Here	**Signature of U.S. person ▶**	**Date ▶**

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