

Sample Letter to Vendors re: W-9

Dear Vendor:

IRS regulations require that we issue 1099 forms to certain companies and individuals. In order to accurately prepare these forms, IRS requires that we obtain and maintain form W-9 (or substitute form W-9) for all of our vendors. Therefore, in order to ensure our reporting accuracy, please complete the enclosed substitute form W-9 and return to us by mail or fax.

Thank you for your immediate attention to this matter.

Sincerely