

Please complete all three parts below.

**PART 1 - TAX IDENTIFICATION:**

Name: \_\_\_\_\_

If you are a Sole Proprietor or Single-Owner LLC } Required - Personal name of owner of the business: \_\_\_\_\_  
Option - Business name if different from above: \_\_\_\_\_

Enter your TIN in the appropriate box.

For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN)

Social Security Number  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

OR

Employer Identification Number  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Part 2 - Exemption:** If exempt from Form 1099 reporting, check your qualifying exemption reason below:

**Corporation**

Note that there is no corporate exemption for medical and healthcare payment or payment for legal services.

**Tax Exempt Charity**

under 501(a) (includes 501©, or IRA

**The United States**

or any of its agencies or instrumentalities

**A state,**

the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies

**A Foreign government**

or any of its political subdivision or an international organization in which the United States participates under a treaty or Act of Congress

**Other Explain:** \_\_\_\_\_

**Part 3 - Certification:** Under penalty 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. person (including a U.S. resident alien).

**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.

Person completing this form:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Instructions:** We are about to pay you an amount that may be reported to the **Internal Revenue Service (IRS)**. The IRS will match this amount to your tax return. In order to avoid additional IRS scrutiny, we must provide the IRS with your name and Taxpayer Identification Number. The name we need is **the name that you use on the tax return** that will report this amount. We are required by law to obtain this information from you.

**U.S. person.** This form may be used only by a U.S. person, including a resident alien. Foreign persons should furnish us with the appropriate Form W-8.

**Penalties:** Your failure to provide a correct name and Taxpayer Identification Number may subject your payments to 28% federal income tax backup withholding. If you do not provide us with this information, you may be subject to a \$50 penalty imposed by IRS under section 6723. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 civil penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Confidentiality:** If we disclose or use your Taxpayer Identification Number in violation of Federal law, we may be subject to civil and criminal penalties.

Please return this form by \_\_\_\_\_ . Thank you for your cooperation.

Call \_\_\_\_\_ at \_\_\_\_\_ if you have any questions regarding your Taxpayer Identification Number or the backup withholding requirements.

**VENDOR NAME & ADDRESS**

**RETURN VIA ENCLOSED ENVELOPE TO:**

\_\_\_\_\_  
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