

## W-9 Section

### Seven Point W-9 Checklist

1. IC's Company name must EXACTLY match the company name appearing on documentation validating IC's Employer Identification Number ("EIN") or, if applicable, the names appearing on the social security cards of IC's principal.
2. IC must complete the Business Information Box as applicable.
  - a. The "Individual" box should be checked when IC's legal name is a person's name and the proof of W-9 is the person's social security card.
  - b. The "Sole Proprietor" box should be checked if IC is not a partnership, corporation, or limited liability company. For example, many sole proprietors are registered under a DBA or trade name. This can be used with a social security card or EIN.
  - c. The "Partnership" box should be checked if IC business is organized as a partnership or is taxed as a limited liability company and has been assigned an EIN.
  - d. The "Corporation" box should be checked if IC is incorporated and has been assigned an EIN.
3. IC's company address as identified by principal.
4. IC's must enter either social security card or EIN
5. A person other than a principal of IC, i.e., and officer manager, accountant, or attorney, may complete IC's "Part II Certification". ALL other documents MUST be completed by a principal of IC.

### SAMPLE W-9

<p><b>Form W-9</b> (Rev. November 2005) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p>	<p>Give form to the requester. Do not send to the IRS.</p>																																								
<p>Print or type See specific instructions on page 2.</p>	<p>Name (as shown on your income tax return) <span style="float: right;">1</span></p>																																									
	<p>Business name, if different from above</p>																																									
	<p>Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor    <input type="checkbox"/> Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Other ▶ .....    <input type="checkbox"/> Exempt from backup withholding</p>																																									
	<p>Address (number, street, and apt. or suite no.)</p>	<p>Requester's name and address (optional)</p>																																								
	<p>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. Note, if the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>		<p>Social security number</p> <table style="width: 100%; text-align: center;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> <p>or</p> <p>Employer identification number</p> <table style="width: 100%; text-align: center;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> <span style="float: right;">4</span>																																								
<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. person (including a U.S. resident alien).</li> </ol> <p>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 4.)</p>																																										
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶</p>	<p>Date ▶</p> <span style="float: right;">5</span>																																								