



Please print legibly the requested information for our payroll files and return this form to your Supervisor:

Name	
Home Phone	
Work Phone	
Fax	
Pager or Voice Mail	
Cell Phone	
E-Mail Address	
Primary Work Location	Primary Work Function

Form **W-9**
 (Rev. January 2003)
 Department of the Treasury
 Internal Revenue Service

SUBSTITUTE W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Give form to the requester. Do not send to the IRS.

Name	
Business name, if different from above	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor	
Address (number, street, and apt. or suite no.)	Check <u>ONE</u> Appropriate Box: <input type="checkbox"/> I require taxes to be withheld from pay checks <input type="checkbox"/> Do not withhold taxes- issue 1099 at year-end
City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).

Social security number								

For employees requiring tax withholding, please complete the following items:

Number of exemptions desired: _____ Check One Box: Married Single

Part II Certification

Under penalties 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. 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.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Please attach a copy of your driver's license or State Issued ID card