



where leaders look forward<sup>SM</sup>

**SUBSTITUTE W-9 FORM**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

COMPLETE PART 1 OR PART 2 OR PART 3 AND PART 4

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**PART 1 Individual or Sole Proprietor:**

\_\_\_\_\_  
Business Owner's Full Legal Name (First, MI, Last)

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

\_\_\_\_\_  
Business or Trade Name (Doing business as)

\_\_\_\_\_  
Type of Business

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**PART 2 Business, Partnership, Trust or Joint Venture:**

\_\_\_\_\_  
Name of Business

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Business EIN

Attorney or Law Firm? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Type of Business

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**PART 3 Corporations (\*)** \*While corporations are exempt from 1099 reporting (except Attorneys/Law Firms) we still require a W-9 for our files.

\_\_\_\_\_  
Name of Corporation

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Corporation EIN

Attorney or Law Firm? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Type of Business

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**PART 4 Tax Filing Address & Signature - MUST BE COMPLETED BY ALL**

\_\_\_\_\_  
Street

Phone #: (\_\_\_\_) - \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Zip

**Under penalties of perjury, I certify that: 1) The number shown on this form is my correct Taxpayer Identification Number (TIN), and 2) I am not subject to backup withholding due to failure to report interest and dividend income, and 3) I am a U.S. Citizen or other U.S. person.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date