

W-9 INSTRUCTIONS

LEGAL NAME - REQUIRED. Enter the legal name as registered with the Internal Revenue Service. The legal name is the rightful owner of the Taxpayer Identification Number (TIN). This is the name under which taxes are filed with the IRS.

TRADE NAME - Enter a trade name *only if it is different from* the legal name entered above. Enter the entity name to which you would like the reimbursement made. This should be the name of the entity that will be cashing the reimbursement check.

REMIT ADDRESS – REQUIRED. Enter the address to which you want the reimbursement check sent.

ORDER ADDRESS – IGNORE.

1099 ADDRESS – Enter the address to which you would like the 1099 sent *only if it is different from* the remit address.

ENTITY DESIGNATION - REQUIRED. Check one box that describes your type of business.

TAXPAYER IDENTIFICATION NUMBER (TIN) - REQUIRED. List only one number: your TIN number as determined by the TIN number under which you operate. This TIN number must match that of the entity entered as the legal name. Check one box defining what type of TIN number you have entered.

CERTIFICATION – REQUIRED. Read the certification. Print your name, title and telephone number. Sign and date.

Keep a copy of the completed W-9 for future use.