

To:

Date:

From:

Dear Independent Contractor ,
Thank you for providing services to our company. Please Fill in, Sign and Return a Form W-9 to us.

Our Fax Number is

Our Mailing Address is:

We will use this information to determine whether a Form 1099 is needed at yearend. Thank you,

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.					
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)						
	Business name, if different from above						
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶						
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)					
	City, state, and ZIP code						
List account number(s) here (optional)							
Part I Taxpayer Identification Number (TIN)							
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.		<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">Social security number</td></tr> <tr><td style="text-align: center;">: : :</td></tr> <tr><td style="text-align: center;">OR</td></tr> <tr><td style="text-align: center;">Employer identification number</td></tr> <tr><td style="text-align: center;">: : :</td></tr> </table>	Social security number	: : :	OR	Employer identification number	: : :
Social security number							
: : :							
OR							
Employer identification number							
: : :							
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.							
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. citizen or other U.S. person (defined below).							
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 ▶					

For more information see <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

★ Construction Sub-contractors who are Sole Proprietors: Please provide a Social Security Number (and an Employer Identification if available).