

Instructions for Form W-9 - Request for Taxpayer Identification Number and Certification

1. The Form W-9 should be printed off our Intranet site. This will include the actual Form W-9 that should be submitted to the County and the instructions provided by the Internal Revenue Service. The County's name and address as the requestor has already been filled in on the form on our Intranet site.

2. The Form W-9 should be provided to the vendor for completion. No County employee or official should attempt to help the vendor complete the form. The form can be saved into a file on your desktop computer and then sent to the vendor by email as an attachment. The vendor is free to use a valid Form W-9 from any other source.

3. The Internal Revenue Service provides instructions on the form and the County will not supplement those. We will note the following that must be complete before the County can process the Form W-9: The form must include a full name and address

The form must have one (and only one) of the boxes checked on the third line that indicates the type of entity

The box in front of "Exempt from backup withholding" must be checked or the County must withhold federal income taxes and remit those to the IRS. Once taxes are withheld, the County can only remit them to the IRS and the vendor can secure a refund only from the IRS.

In Part I the vendor must enter a 9-digit number in one of the two boxes

The form must be signed and dated

4. The County needs only the form that is on the first page from the signature line up.

5. The signed form should be mailed to the Finance Department. If assignment of a vendor number is urgent, the form can be faxed to 901/454-4473. A pending payment will be processed but the check will not be mailed until the form with original signature is received.