



IRS W-9 Form Completion SHARE Supplier Job Aid

NOTE: Each domestic supplier must fill out a current revision of the W-9 found on the IRS website, [Current W-9](#).

The W-9 **must** include:

- ❖ Supplier's Legal Name
- ❖ Taxpayer Identification Number (TIN)
- ❖ Address
- ❖ Tax Classification
- ❖ Signature

Guidance for completing the W-9:

1. W-9, Line 1
 - a. Enter your legal name on line 1 as it appears on your tax return.
2. W-9, Line 2
 - a. Enter your "doing business as" name, if different from the name on line 1.
3. W-9, Line 3
 - b. Select **one** of the following federal tax classifications.
 - i. Individual/sole proprietorship or single-member LLC
 - ii. c Corporation
 - iii. s Corporation
 - iv. Partnership
 - v. Trust/estate
 - vi. Limited Liability Company (C, S, or P)
 - a. Please indicate a C, S, or P on the line to the right.
 - vii. Other (nonprofit)
4. W-9, Lines 5-6
 - c. Provide your street address, city, state, and zip code.
5. W-9, Line 7
 - d. This line is not required to be filled out.
6. Part I, Taxpayer Identification Number (TIN)
 - e. You must provide your Taxpayer Identification Number (TIN), which will be your Social Security Number (SSN), or your employer identification number (EIN).
 - f. Provide **either** the SSN or EIN, do not provide both.
 - g. The TIN provided must match the legal name on line 1.
7. Part II, Certification
 - h. You must attest to the truthfulness of your information.
 - i. Sign and date the W-9.