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](https://www.irs.gov/). 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.