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/individuals/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 3a**
   a. 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, Line 3b**
   a. If you checked “Partnership” or “Trust/estate” on line 3a (and you are providing this form to a partnership, trust, or estate), check this box if you have any foreign partners, owners, or beneficiaries.
5. **W-9, Lines 5-6**
   b. Provide your street address, city, state, and zip code.
6. **W-9, Line 7**
   c. This line is not required to be filled out.
7. **Part I, Taxpayer Identification Number (TIN)**
   d. You must provide your Taxpayer Identification Number (TIN), which will be your Social Security Number (SSN), or your employer identification number (EIN).
   e. **Provide either** the SSN or EIN, do not provide both.
   f. The TIN provided must match the legal name on line 1.
8. **Part II, Certification**
   g. You must attest to the truthfulness of your information.
   h. Sign and date the W-9.