



## IRS W-9 Rev 2024 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 and date

### 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 based on the Taxpayer Identification Number you are doing business as, whether an Employer Identification Number or Social Security Number.
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 **only 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) that corresponds to the legal name entered on line 1.
  - e. Provide **either** the SSN or EIN, **do not provide both**.
8. Part II, Certification
- f. You must attest to the truthfulness of your information.
  - g. Sign and date the W-9.