



In order to comply with Internal Revenue Service (IRS) regulations, we are required to obtain the Social Security Number (SSN) or the Federal Employer Identification Number (EIN) to satisfy Form 1099 reporting requirements. If you have both an SSN and an EIN, please fill in which ever number you will use to file your income tax return. Also, be sure to fill in the name and address that you will use on your tax return. The IRS will need to match this information from your return and 1099 forms. Failure to provide this information may subject all payments to you to the 20 percent withholding as required by the IRS.

LEGAL BUSINESS NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

LEGAL ORGANIZATION SOCIAL SECURITY NUMBER EMPLOYER IDENTIFICATION NO.

Individual _____ - _____ - _____ _____ - _____

Sole Proprietorship _____ - _____ - _____ _____ - _____

Partnership _____ - _____ - _____ _____ - _____

Estate/Trust XXXXXXXXXXXXXXXXXXXX _____ - _____

Corporation XXXXXXXXXXXXXXXXXXXX _____ - _____

Sub S Corporation XXXXXXXXXXXXXXXXXXXX _____ - _____

Governmental XXXXXXXXXXXXXXXXXXXX _____ - _____

Tax Exempt Organization XXXXXXXXXXXXXXXXXXXX _____ - _____

HISTORICALLY UNDERUTILIZED BUSINESS (HUB): ____ No ____ Yes

If yes, please provide HUB classification _____

CERTIFICATION:

I certify that (1) I am duly authorized to complete this form; (2) the legal organization, tax identification number, and HUB status shown on this form are correct; and (3) I am not subject to backup withholding.

SIGNATURE: _____ DATE: _____

TITLE: _____

Thank you for your cooperation. Please return this completed form as soon as possible to the attention of Accounts Payable, at the above listed address or the following email address: accountspayable@vopnc.org.