

Supplier Maintenance General IRS W-9 Requirements

The supplier's IRS W-9 must be the current version of the IRS W-9 found at www.irs.gov and must be completed according to the IRS Form W-9 instructions. The IRS W-9 will not be accepted by Supplier Maintenance if it is not completed according to the IRS Form W-9 instructions, is illegible, or has been altered. General IRS W-9 instructions are provided below.

- a. **Line 1** of the W-9 is required and should be the name shown on the supplier's income tax return.
- b. **Line 2** is for the supplier's LLC and/or DBA names, if applicable.
- c. **Line 3** of the W-9 is required and only one box should be checked. When the "Other" box is checked, please ensure the supplier has entered their tax-exempt status such as government entity, 501c3, etc. For example:

W-9
Form (Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
State of Tennessee

2 Business name/disregarded entity name, if different from above
State of Tennessee

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ **State Government**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

- d. **Lines 5 and 6** are required. This address will be entered as **Address ID 1** in Edison and is the address the Information Return (1099) will be mailed.
- e. **Part I: Taxpayer Identification Number (TIN)** is required and only **one** Taxpayer Identification Number (TIN) should be provided. The TIN provided must match the name provided on **Line 1** to avoid backup withholding. If the name and TIN combination does not match IRS records, the W-9 will not be accepted by Supplier Maintenance.
- f. The supplier must hand-sign and date **Part II: Certification**. The submitted form must be dated within **one** year of the submission date to Supplier Maintenance.