



W-9 / Individuals

Enter your full name

Tick the appropriate box depending on your tax classification (see instructions on [page 3](#) of the official W-9 form)

Enter your actual mailing address
street, building, apartment/unit, city, state, ZIP code

Leave a signature
For this document, two types of signatures are accepted:
- wet signature that has been applied to the printed copy of the form and then scanned or photographed
- electronic signature that can be done in Adobe Acrobat or any other similar software for signing documents (SmallPDF, DocuSign, DigiSigner, etc.)

W-9
(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.

Give Form to the requester. Do not send to the IRS.

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

2 Business name/disregarded entity name, if different from above

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 C Corporation
 Single-member LLC or S Corporation
 Partnership or Corporation
 Trust/state
 Other
 Note: Check the appropriate box in the line above for the tax classification of the single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not 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.

4 Exemptions (check if apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 Applies to accounts maintained outside the U.S. _____

5 Address (number, street, and apt. or suite no.) See instructions
123 Example St., Apt. 315
6 City, state, and ZIP code
City Example, State Example, ZIP
7 List account numbers here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, spouse, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see [How to get a TIN](#), later.
 Note: If the account is in more than one name, see the instructions for line 1. Also see [What Name and Number To Give the Requester for guidelines on whose number to enter](#).

| | | | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|---|--|
| Social security number | | | | | | | | | | | |
| 1 | 2 | 3 | - | 4 | 5 | - | 6 | 7 | 8 | 9 | |
| or | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | |
| - | | | | | | | | | | | |

Part II Certification
Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am not subject to backup withholding because I am exempt under section 165 of the Internal Revenue Code.
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person *** *Anna Example* **Date**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain a correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report an interest or dividend amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
 • Form 1099-INT (interest earned or paid)

Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-A (acquisition or abandonment of secured property)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-C (proceeds from real estate transactions)
 • Form 1099-E (merchant card and third party network transactions)
 • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition fees)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See [What Name and Number To Give the Requester for guidelines on whose number to enter](#).

Form No. 10231X

Form W-9 (Rev. 10-2018)

Enter your Social Security Number (SSN)

Please don't conceal any part of it. We can assure you that your SSN is safe. To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not lost, misused, accessed by third party, or disclosed to unrelated entities.

Enter current date in MM-DD-YYYY format

Please, pay attention while completing your W-9 Form, as we cannot accept amended forms.

Should an error occur, you will need to fill out a new form.