

W-9 Form

Request for Employer Identification Number and Certification

The IRS W-9 form is requested from a company or organization that makes payments to the Extension Council. The W-9 form should be updated when there is a change of Officers. This form is sent to the Requester and not to IRS.

The W-9 Form

Enter the Council's **legal name** and address and Employer Identification number as it appears on the Federal Employer 941 Form.

For the **Federal Tax classification**, select **OTHER**, and enter in the text box, **Political Subdivision**.

Check appropriate box for federal tax classification:				
<input type="checkbox"/> Individual/sole proprietor	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶				
<input checked="" type="checkbox"/> Other (see instructions) ▶	political subdivision			

A council officer must sign the document.

The W-9 Form can be completed on online and printed for signature. Send original form to Requester and retain file copy. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

The W-9 Form also can be retrieved in QuickBooks.

1. Go to **Employees** on the menu bar.
2. Select **Employee Forms**.
3. Select **W-9**.