



## 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 type="text"/>			
<input checked="" type="checkbox"/> Other (see instructions) ▶	<b>political subdivision</b>			

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.

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