

1099 Reporting:

Part 1 – Completing & Verifying the W-9





About the W-9

Purposes of Form W-9

- Solicits payee's:
 - Name (for tax purposes)
 - Type (individual, corporation, partnership, etc.)
 - TIN
- Certifies that:
 - The TIN provided is correct
 - Payee is not subject to backup withholding
 - Payee is a U.S. person



About the W-9

Verifying the W-9

- SAB will only accept the current version of the W-9 as provided by the IRS
- Supplier must provide the legal name of the individual or entity on line 1 and, if applicable, line 2
- Supplier must select one box on line 3a
 - Line 3b will rarely be checked
- Address entered on lines 5-6 should always be the current mailing address for all 1099-MISC/NEC/G tax information
- Supplier must provide an SSN or an EIN in Part I, never both
- Signature and date are required in Part II for the W-9 to be valid
 - NOTE: SAB allows digital signatures on form W-9 on the condition that a time and date stamp is provided. If a supplier simply types their name into the form, the form is not valid



About the W-9

Do W-9s Expire?

- No expiration date
- No requirement to re-solicit W-9s from suppliers for whom you have good information
- Required to re-solicit W-9s only if:
 - Supplier tells you information has changed
 - IRS tells you information is unreliable
 - ✓ Provided on a B Notice list sent annually to SAB



Completing the W-9



Wrong/Invalid W-9

- ✓ Tax classification blank
- ✓ Two TINs listed
- ✓ Not signed or dated

<p>Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give form to the requester. Do not send to the IRS.</p>																																										
<p>Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i>, below.</p>																																												
<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>	<p>INDIVIDUAL OR BUSINESS NAME</p>																																											
<p>2 Business name/disregarded entity name, if different from above.</p>	<p>MAY BE LEFT BLANK</p>																																											
<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><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</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any)</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)</p> <p>(Applies to accounts maintained outside the United States.)</p>																																											
<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>123 MAIN STREET</p> <p>6 City, state, and ZIP code</p> <p>ANYTOWN, AT 11111</p> <p>7 List account number(s) here (optional)</p>																																											
<p>Part I Taxpayer Identification Number (TIN)</p>																																												
<p>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, sole proprietor, 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 <i>How to get a TIN</i>, later.</p>																																												
<p>Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																												
<table border="1" style="width: 100%;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">-</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">-</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> </table> <p style="text-align: center;">or</p> <table border="1" style="width: 100%;"> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">1</td> <td style="text-align: center;">-</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </table>			Social security number										1	2	3	-	4	5	-	6	7	8	9	Employer identification number										8	1	-	1	1	1	1	1	1	1	1
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8	1	-	1	1	1	1	1	1	1	1																																		
<p>Part II Certification</p>																																												
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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 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 no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 																																												
<p>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.</p>																																												
<p>Sign Here</p>	<p>Signature of U.S. person</p>	<p>Date</p>																																										



THANK YOU!

Thank you for watching!

Questions? Please [Open a Case – SAB](#) in ServiceNow or call
406-444-3092