

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://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 line blank.

**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 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) ►

**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 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.

☐ Other (see instructions) ►

**4** Exemptions (codes 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.

**6** City, state, and ZIP code

**7** List account number(s) 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, 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 *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**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**or**

**Employer identification number**

\_\_\_\_ - \_\_\_\_\_

**LINE 1:** Enter the name of the individual or business that is tied to the Social Security Number or Employer Identification Number entered below. There should only be **ONE** name in this field.

- **IF YOU SELECTED INDIVIDUAL/SOLE PROPRIETOR OR SINGLE MEMBER LLC IN BOX 3, LINE 1 MUST BE AN INDIVIDUAL NAME VS A BUSINESS, REGARDLESS OF WHETHER YOU ARE PROVIDING AN EIN VS SSN.**

**LINE 2:** If you are operating under a business name, but your tax classification is a Sole proprietor, you may enter your "Doing Business As (aka DBA)" name.

**LINE 3:** Select your federal filing tax classification. If you select a Limited Liability Company, you need to indicate if the LLC is set up as a Partnership, Corporation or S-Corporation.

**LINES 5 & 6:** Provide the address that is associated to the individual or business noted on line 1.

**PART 1:** Taxpayer Identification Number. Enter your Social Security Number or Employer Identification Number that is tied to line 1 above.

**LAST STEP:** Sign the document and submit to [acct@lpea.coop](mailto:acct@lpea.coop).