

Racine County Finance
730 Wisconsin Avenue
Racine, WI 53403

SUBSTITUTE FORM W-9
and Vendor Information Form

IMPORTANT TAX INFORMATION – PLEASE READ THIS NOTICE CAREFULLY

This form was developed to comply with Internal Revenue Service (IRS) regulations and to assist Racine County in paying providers and vendors for their goods and services. You, as a payee, are required by law to provide us, as payer, your correct Taxpayer Identification Number (TIN). This information will only be shared with the IRS. Unless otherwise provided by law, home addresses are also private. Direct questions to 262-636-3706.

Failure to respond to this request can result in IRS-mandated withholding on future payments and other penalty.

If you are an existing Racine County vendor and wish to update your information, check this box:

| | | |
|---|--|---------------------|
| TAXPAYER IDENTIFICATION # (TIN) Individuals enter social security number (SSN), businesses enter federal employer identification number (EIN). | SSN: _____ / _____ / _____ OR EIN: _____ / _____ | |
| LEGAL NAME AND PRIMARY ADDRESS NOTE: Name must match your social security card if you are an individual or sole proprietor. All other businesses must use the name that was used when your employer identification number was applied for. | Name: | |
| | Business Name, if different from above: | |
| | Primary Address (including City, State & Zip): | |
| | Phone #: | Fax #: |
| REMIT ADDRESS Where payments should be sent, if different than Primary Address above. | Remit Address (including City, State & Zip): | |
| | Remit Contact Name: | |
| | Remit Phone #: | Remit Fax #: |
| | Remit Email Address: | |
| BUSINESS DESIGNATION Please check one. If LLC is checked, you must enter a tax classification as well (C=C-corporation, S=S-corporation, P=partnership). | <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Trust/Estate <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Exempt (see below) <input type="checkbox"/> Limited Liability Company (tax classification: _____) | |

Certification: Under penalty of perjury, I certify that:

- 1) The taxpayer identification number and corresponding name shown on this form are correct.
- 2) I am subject to 1099 reporting unless one of the following is checked:
 Government Entity Tax Exempt Organization
 Corporation that does not provide attorney services, medical services or billing/collection for medical services
 Other (please specify): _____
- 3) I am a U.S. citizen or other U.S. person (defined on reverse).
- 4) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the 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. If you are currently subject to backup withholding, please check here.

| | | |
|-------------------------|----------------------|-----------------------|
| Please sign here | Printed Name: | Printed Title: |
| | Signature: | Date: |

Additional Information for Accurately Completing this Form

Taxpayer Identification Number (TIN)

If you do not have a TIN, apply for one immediately. Please see additional information provided by the IRS (www.irs.gov) on how to obtain a TIN. Sole proprietors should enter a SSN, even if they have an EIN.

Legal Name

Individuals and sole proprietorships should list their name as follows: Last Name, First Name, Middle Initial.

Business Name

This only needs to be filled in if you have a business, trade, or “doing business as (DBA)” name that differs from your legal name.

Business Designation

Check the appropriate box for the federal tax classification of the person or entity whose name is entered in the Legal Name area. Only one box should be checked to indicate the type of business entity.

Exempt Organizations

Generally, individuals (including sole proprietors) are not exempt. The following payees are considered exempt per IRS regulations: (a) organization exempt from tax under section 501(a), (b) a government agency, (c) trust exempt from tax under section 664 or described in section 4947.

Definition of a U.S. Person

For federal tax purposes, you are considered a U.S. person if you are: (a) an individual who is a U.S. citizen or U.S. resident alien, (b) a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, (c) an estate, other than a foreign estate, or (d) a domestic trust as defined in IRS Regulations Section 301.7701-7.

Certification

The person signing this document should be a partner in the partnership, an officer of the corporation, or the individual holding the social security number listed. In signing this document you are certifying the items as listed and that all information provided is true and accurate.

Penalties

If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. If you make a false statement with no reasonable basis that results in no backup withholding, you are also subject to a \$500 penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

If the requestor discloses or uses your TIN in violation of federal law, the requestor may be subject to civil and/or criminal penalties.

Privacy Act Notice

Section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report certain income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable payments to a payee who does not provide a TIN. Certain penalties may apply for providing false or fraudulent information.

Additional Information

Additional information about W-9 requirements can be found on the IRS website.