

SAMPLE REQUEST – FORM W-9

Dear Vendor:

Enclosed is Form W-9, Request for Taxpayer Identification Number and Certification.

Annually, we are required to file an information return with the IRS disclosing all reportable payments made to each of our vendors during the year. The information return must disclose the vendor's taxpayer identification number. Form W-9 is the prescribed form for requesting a taxpayer identification number.

We ask that you complete and return Form W-9 in the enclosed self-addressed envelope. In addition, we ask that you indicate the type of organization in which your business is conducted by checking the appropriate box in Part II of the form. This will enable us to determine whether we are required to complete an information return with regard to the payments we have made to you during the year.

Failure to complete Form W-9 carries a penalty of \$50. In addition, if we are unable to otherwise determine whether you are subject to information reporting, we will be required to withhold 29% of our future remittances and pay this to the IRS on your behalf. Therefore, we encourage you to complete and return Form W-9 as soon as possible.

If you have any questions, please contact the undersigned at _____.

Very truly yours,

By: