

In order to comply with Internal Revenue Services (IRS) regulations, we are required to obtain the Social Security Number (SSN) or the Federal Employer Identification Number (EIN) to satisfy Form 1099 reporting requirements. If you have both an SSN and an EIN, please fill in which ever number you will use to file your income tax return. Also, be sure to fill in the name and address that you will use on your tax return. The IRS will need to match this information from your return and 1099 forms. Failure to provide this information may subject all payments to you to the 20 percent withholding as required by the IRS.

**Legal Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

<u>Legal Organization</u>	<u>Social Security Number</u>	<u>Employer Identification#</u>
Individual	_____ -- ____ -- _____	_____ -- _____
Sole Proprietorship	_____ -- ____ -- _____	_____ -- _____
Partnership	_____ -- ____ -- _____	_____ -- _____
Estate/Trust	XXXXXXXXXXXXXXXXXX	_____ -- _____
Corporation	XXXXXXXXXXXXXXXXXX	_____ -- _____
Governmental	XXXXXXXXXXXXXXXXXX	_____ -- _____
Tax Exempt Organization	XXXXXXXXXXXXXXXXXX	_____ -- _____

**Certification:**

I certify that (1) I am duly authorized to complete this form; (2) the legal organization and tax identification number shown on this form are correct; and (3) I am not subject to backup withholding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Thank you for your cooperation. Please return this completed form as soon as possible to the attention of Susan Key, at the below listed address.