



IRS W-9 Rev 2024 Form Completion Guide

NOTE: Each domestic supplier must fill out a current revision of the W-9 found on the IRS website, [Current W-9](#).

The W-9 **must** include:

- ❖ Supplier's Legal Name
- ❖ Taxpayer Identification Number (TIN)
- ❖ Address
- ❖ Tax Classification
- ❖ Signature and date

Guidance for completing the W-9:

1. Line 1
 - a. Enter your legal name on line 1 as it appears on your tax return based on the Taxpayer Identification Number you are doing business as, whether an Employer Identification Number or Social Security Number.
2. Line 2
 - a. Enter your DBA (doing business as) or Disregarded Entity Name, if different from the name on line 1.
3. Line 3a
 - a. Select **only one** of the following federal tax classifications.
 - i. Individual/sole proprietorship (or single-member LLC)
 - ii. C Corporation
 - iii. S Corporation
 - iv. Partnership
 - v. Trust/estate
 - vi. Limited Liability Company (taxed as a C Corp, S Corp, or Partnership)
 - a. Please indicate a C, S, or P on the line to the right.
 - vii. Other (nonprofit, state entity, etc)
4. Line 3b
 - a. If you checked "Partnership" or "Trust/estate" on line 3a (and you are providing this form to a partnership, trust, or estate), check this box if you have any foreign partners, owners, or beneficiaries.
5. Line 4
 - a. Exemption Codes (See page 3 of the W-9 form for instructions)
6. Line 5
 - a. Provide your street address.



7. Line 6
 - a. Provide city, state and zip code.
8. Line 7
 - a. This line is not required to be filled out.
9. Part I: Taxpayer Identification Number (TIN)
 - a. You must provide your Taxpayer Identification Number (TIN), which will be your Social Security Number (SSN), or your employer identification number (EIN) that corresponds to the legal name entered on line 1.
 - b. Provide **either** the SSN or EIN, **do not provide both**.
10. Part II: Certification
 - c. You must attest to the truthfulness of your information.
 - d. Sign and date the W-9.