

CITY OF NEW YORK
SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name: (As it appears on IRS EIN records, CP575, 147C - or - Social Security Admin Records, Social Security Card, Social Security Certification)

2. If you use DBA, please list below:

3. Entity Type (Check one only):

Church or Church-Controlled Organization checkbox

Church or Church-Controlled Organization

Personal Service Corporation checkbox

Personal Service Corporation

Non-Profit Corporation checkbox

Non-Profit Corporation

Corporation/LLC checkbox

Corporation/LLC

Government checkbox

Government

City of New York Employee checkbox

City of New York Employee

Individual / Sole Proprietor checkbox

Individual / Sole Proprietor

Trust checkbox

Trust

Joint Venture checkbox

Joint Venture

Partnership/LLC checkbox

Partnership/LLC

Single Member LLC (Individual) checkbox

Single Member LLC (Individual)

Resident/Non-Resident Alien checkbox

Resident/Non-Resident Alien

Non-United States Business Entity checkbox

Non-United States Business Entity

Estate checkbox

Estate

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1. Enter your TIN here: (DO NOT USE DASHES)

TIN input fields

2. Taxpayer Identification Type (check appropriate box):

Employer ID No. (EIN) checkbox

Employer ID No. (EIN)

Social Security No. (SSN) checkbox

Social Security No. (SSN)

Individual Taxpayer ID No. (ITIN) checkbox

Individual Taxpayer ID No. (ITIN)

N/A (Non-United States Business Entity) checkbox

N/A (Non-United States Business Entity)

Part III: Vendor & Remittance Addresses

1. 1099/Account Administrator Address:

Number, Street, and Apartment or Suite Number

City, State, and Nine Digit Zip Code or Country

2. Billing, Ordering & Payment Address:

Number, Street, and Apartment or Suite Number

City, State, and Nine Digit Zip Code or Country

Part IV: Exemption from Backup Withholding

For payees exempt from Backup Withholding, check the box below. Valid explanation required for exemption. See instructions.

Exempt from Backup Withholding checkbox

Exempt from Backup Withholding

Part V: Certification

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number (TIN).

Sign

Here:

Signature line

Signature

Phone Number line

Phone Number

Date line

Date

Print Preparer's Name line

Print Preparer's Name

Phone Number line

Phone Number

Contact's E-Mail Address: _____

FOR SUBMITTING AGENCY USE ONLY

Submitting Agency Code: _____

Contact Person: _____

Contact's E-Mail Address: _____

Telephone Number: () _____

Payee/Vendor Code: _____