

## **Request for W-9 Sample Letter**

Dear (name of company or individual):

Enclosed please find IRS Form W-9, "Request for Taxpayer Identification Number and Certification". We are required by the Internal Revenue Service to obtain this information from you to determine if we have to issue you a 1099 at the calendar year end.

When completing, please be sure to:

1. Use the exact name that corresponds with your Social Security Number (SSN) or Employer Identification Number (EIN).
  - a. Enter the name as shown on your income tax return.
  - b. If you have a doing business as (DBA) name, also enter this name on the business name/disregarded entity name line.
2. Check the appropriate box for federal tax classification indicating whether you are an individual/sole proprietor, corporation, partnership, trust/estate, or other. If other, please explain. If a limited liability company, also identify whether a corporation or partnership.
3. Include your complete address.
4. Enter your SSN or EIN as appropriate.
5. Sign the W-9 and return it in the envelope provided.

It is important to note that failure to comply with this request may require backup withholding. Please refer to the enclosed W-9 instructions for further information.

Thank you for your prompt attention and cooperation. If you have questions, please contact me at (xxx) xxx-xxxx.

Sincerely,

<Name>