

Instruction for completing the Substitute for Form W-9

1. You will need a separate form for each tax ID number you use. Make copies of the form, if needed, before completing.
2. Type or print legibly.
3. Identify the Tax ID owner name. This should be the name the IRS has on file for the tax ID. If you, as the provider are not the tax ID owner, do not put your name here.
4. If the tax ID you use is your Social Security number, please list your complete name as it appears on your Social Security card in the space for tax ID owner name.
5. Identify the correct 9-digit tax ID registered to the tax ID owner. List this in the appropriate field for either tax ID or SS#, not both.
6. If your practice is known by a name other than the tax ID owner name, list this in the Business Name Field.
7. Indicate the address to which the IRS 1099 form (Miscellaneous Earnings Statement) should be mailed at year-end.
8. Sign, date, and return the form to *ValueOptions*. If your W-9 information is requested as part of the application process, please return this form with your application, otherwise please return to the fax number or address below.

***ValueOptions
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