

1099 Information Sheet

Vendor Name:	SSN/EIN:	Amount Paid:
Address Street	Address City, State, Zip Code:	Vendor Email Address:
Reason For Payment:		

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Sample W-9 Request Letter (For client to send to vendor)

Date

Dear Vendor,

Enclosed is Form W-9, Request for Taxpayer Identification Number and Certification.

IRS regulations require that we issue 1099 forms to certain companies and individuals. In order to accurately prepare these forms, the IRS requires that we obtain and maintain form W-9 for all of our vendors. This letter is to request that you complete and return the enclosed Form W-9. Failure to provide your Social Security Number or EIN may result in the delay of future payments or backup withholdings.

Please return the W-9 Form even if you are exempt from backup withholding within (5) days of receipt. Please make sure that the form is complete, legible and correct. Failure to respond in a timely manner may subject you to a 24% withholding on future payments. Enclosed are general instructions for completing the W-9.

Tips for accurately completing form:

Line 1 or 2: Name to enter if selecting:

- Individual/sole proprietor or single-member LLC – Enter your individual name as shown on your 1040 line 1. You may enter your business or “doing business as” (DBA) name on line 2.
- C-Corporation, S-Corporation, Partnership, Trust/estate or Limited liability company – Enter name as shown on the business tax return (1120, 1120S, 1065, 1041).

Part 1: Taxpayer Identification Number (TIN)

- If Individual/sole proprietor or single-member LLC box is checked, enter Social security number
- If any other classification boxes are checked, enter Employer identification number

All 1099's issued to you will be sent electronically, please be sure the email address provided is accurate.

Please return the completed form to either the address, FAX number or email below:

Your Company Name
Your Address
Your City, State, Zip Code

OR Fax: XXX-XXX-XXXX

OR E-mail:

Thank you for your cooperation in providing us with this information.

Sincerely,

Your Name