

IRS Form W-9

The IRS Form W-9 Request for Taxpayer Identification Number and Certification must have all applicable sections of the document completed by the potential State of Ohio vendor, including vendor name, taxpayer type, address, a valid tax identification number, and handwritten signatures. Vendor Maintenance forms are available through the [Ohio Shared Services](#) website. For more information on Ohio Shared Services vendor forms, customers may inquire via our [contact us](#) page or call 614-338-4781 or 1.877.OHIOSS1 (1.877.644.6771).

The information provided must match the potential vendor's registration with the IRS.

- A stamped name and address is acceptable (excluding the signature line).
- A signed and legible copy of the form is acceptable.

Business entity type must be provided unless it is an individual using their Social Security Number.

When the entity type "Other" is marked, then the entity type must be specified. (Example: Non-profit, 501C3, government entity, association, etc.)

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Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)	
	<input type="checkbox"/> Other (see instructions)	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Name must be completed unless listed on the Business Name line. Must match name(s) listed on Vendor Information Form. Will be entered or updated (if applicable) on Identifying Information Tab in the Vendor Module.

Business Name may or may not be completed. It must match name(s) listed on Vendor Information Form. If provided, will be entered or updated (if applicable) on the Identifying Information Tab in the Vendor Module.

Type of Entity (Check appropriate box for federal tax) must be marked. If other is marked then the vendor must explain the type of entity. Will be entered or updated on the Identifying Information Tab in the Vendor Module.

Address Information must be a complete address (building, number and street, city, state, zip). This may or may not match the Vendor Information Form. If a new vendor record is being created then we will enter this address on the Address Tab in the Vendor module in addition to the addresses from the Vendor Information Form in Section 3 or 4. For updates the address must be listed on the Vendor Information Form and additional documentation must be provided or the address to be replaced listed in Section 1.

Disregard any information in:

- Exemptions
- Requester's name and address
- List account number(s) here

