

## 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 supplier, including supplier name, taxpayer type, address, a valid tax identification number, and handwritten signatures. Supplier Operations forms are available through the [Ohio Shared Services](#) website.

- When the "entity type other" is marked, then the entity type must be specified as a non-profit, union, government entity, association, etc.

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

- A stamped address is acceptable.

Disregard any information in:

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

1. This signature section must be handwritten. Electronic and stamped signatures are not accepted at this time.
2. May or may not match the signed on the Supplier Information Form.
3. Date is not a required field.

To see a full page image of the W-9, click [here](#).

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