



## **Guide to Completing the W-9 (Request for Taxpayer Identification Number and Certification) IRS Form**

### **GREENE COUNTY WILL NOT ACCEPT SUBMITTED W-9 FORMS THAT ARE INCOMPLETE OR IMPROPERLY COMPLETED**

Access a fillable W-9 form [here](#)

#### **Section 1**

- Provide the legal name as shown on your income tax return

#### **Section 2**

- Provide the name/disregarded entity name of your business
- This section can be left blank if the response is the same for Section 1

#### **Section 3**

- Check the appropriate box for federal tax classification of the entity whose name is entered in Section 1
- ONE and ONLY ONE box must be checked in this section
- If you check “Limited liability company”, you must enter C, S, or P on the blank line

#### **Section 4**

- Section 4 should be left blank

#### **Sections 5 & 6**

- Provide the business address as shown on your income tax return (this is where we will send your check)

#### **Section 7**

- Section 7 is optional and does not have to be completed

#### **Requester's name and address**

- This is optional and does not have to be completed

#### **Part I**

- If you have W2 employees and/or have an Employer Identification Number (EIN), you must use that number
- If you do not have an EIN, then enter your TIN or Social Security Number instead

- Do NOT enter both of these numbers

**Part II**

- A signature and date MUST be provided to be accepted