



IRS Form W-9 Instructions

What is it for?

This form tells the IRS that you are an independent contractor and is used to verify your name and Taxpayer Identification Number (TIN). This TIN is used to report to the IRS income that has been paid to you.

Where do I get a TIN?

For individuals who have a Social Security Number (SSN), your SSN is your TIN. Enter this in the SSN field. If you are a resident alien and you do not have, and are not eligible for, a SSN, your TIN is your IRS Individual Taxpayer Identification Number (ITIN). You should enter this number in the SSN field.

What if I am an independent contractor and I have an FEIN?

If you have a Federal Employer Identification Number (FEIN), you may enter either your SSN or FEIN; however, the IRS prefers that you use your SSN.

What if I don't have either an SSN or an ITIN?

If you do not have a SSN or an ITIN, write "Applied for" in the space for the TIN. You should then apply for a SSN by completing Form SS-5, Application for a Social Security Card. This is available at your local Social Security Administration office or online at www.socialsecurity.gov. If you are a resident alien and are not eligible to obtain a SSN, you will need to apply for an ITIN on Form W-7, Application for IRS Individual Taxpayer Identification Number. If you have an application pending for a SSN, simply write "Applied for" in the space for the TIN.

Which lines do I complete?

You need to complete the top part of the form that asks for your demographic information. You should then complete Part I and sign and date in Part II.

Form W-9
Request for Taxpayer Identification Number and Certification
Give Form to the requester. Do not send to the IRS.

Form (Rev. October 2018)
Department of the Treasury
Internal Revenue Service
Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return; Name is required on this line; do not leave this line blank.)

2 Business name (disregard entity name, if different from above)

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions codes apply only to certain entities, not individuals; see instructions on page 10.

5 Address number, street, and apt. or suite no. (See instructions.) Requestor's name and address (optional)

6 City, state, and ZIP code

7 List account numbers here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA codes entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividend or interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-A (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (mortgage interest), 1098-E (student loan interest), 1099-T (dividends)
- Form 1099-C (cancelled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Call No. 1-800-829-1040 Form W-9 (Rev. 10-2018)

Send completed and signed form to KS WORK program, through PPL via fax, email, or mail

Fax* 1-855-319-9305	Email* pplks-healthyblue@pplfirst.com	Mail KS WORK Healthy Blue Public Partnerships LLC 8000 Avalon Blvd, Suite 300 Alpharetta, GA 30009
*FOR FASTEST PROCESSING, EMAIL OR FAX FORMS		