



**SAMPLE SUBSTITUTE FORM W-9**

**AVAILABLE ON THE**

**OFFICIAL NEW YORK CITY WEB SITE**

**[http://www.nyc.gov/html/selltonyc/pdf/memorandum\\_2006.pdf](http://www.nyc.gov/html/selltonyc/pdf/memorandum_2006.pdf)**

CITY OF NEW YORK
SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name:(As it appears on IRS EIN records, CP575, 147C - or - Social Security Admin records, Social Security Card, certified Form SSA7028)

2. If you use DBA, please list below:

3. Entity Type (Check one only):

- Church or Church-Controlled Organization, Personal Service Corporation, Non-Profit Corporation, Corporation/ LLC, Government, City of New York Employee, Individual / Sole Proprietor, Trust, Joint Venture, Partnership/ LLC, Single Member LLC (Individual), Resident/Non-Resident Alien, Non-United States Business Entity, Estate

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1. Enter your TIN here: (DO NOT USE DASHES)

TIN input fields

2. Taxpayer Identification Type (check appropriate box):

- Employer ID No. (EIN), Social Security No. (SSN), Individual Taxpayer ID No. (ITIN), N/A (Non-United States Business Entity)

Part III: Primary 1099 Vendor & Remittance Address

1. Primary 1099 Vendor Address:

Number, Street, and Apartment or Suite Number

City, State, and Nine Digit Zip Code or Country

2. Remittance Address:

Number, Street, and Apartment or Suite Number

City, State, and Nine Digit Zip Code or Country

Part IV: Exemption from Backup Withholding

For payees exempt from Backup Withholding, check the box below. Valid explanation required for exemption. See instructions.

Exempt from Backup Withholding checkbox

Part V: Certification

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number (TIN).

Sign Here:

Signature, Phone Number, Date

Print Preparer's Name, Phone Number

Contact's E-Mail Address:

FOR SUBMITTING AGENCY USE ONLY

Submitting Agency Code, Contact Person

Contact's E-Mail Address, Telephone Number

Payee/Vendor Code