

<b>STEP 5: Complete and sign the Request for Taxpayer Identification Number (W-9)</b>	
Substitute Form <b>W-9</b>	<b>Request for Taxpayer Identification Number and Certification</b>
<b>1. Legal Name</b> (as shown on your income tax return)	
<b>2. Business Name</b> , if different from Legal Name above – e.g. Doing Business As (DBA) Name	
<b>3. Check ONLY ONE box below</b> (see W-9 instructions for additional information)	
<input type="checkbox"/> Individual or Sole Proprietor  <input type="checkbox"/> LLC filing as a sole proprietor  <input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation  <input type="checkbox"/> S-Corp
<input type="checkbox"/> LLC filing as Corporation  <input type="checkbox"/> LLC filing as Partnership  <input type="checkbox"/> LLC filing as S-Corp	<input type="checkbox"/> Non Profit Organization  <input checked="" type="checkbox"/> Volunteer  <input type="checkbox"/> Board /Committee Member
<input type="checkbox"/> Local Government  <input type="checkbox"/> State Government  <input type="checkbox"/> Federal Government (including tribal)	<input type="checkbox"/> Tax-exempt organization  <input type="checkbox"/> Trust/Estate
<b>4. For Corporation, S-Corp, Partnership or LLC, check one box below if applicable:</b>	
<input type="checkbox"/> Medical <input type="checkbox"/> Attorney/Legal	
<b>5. If exempt from backup withholding, check here:</b> <input type="checkbox"/>	
<b>6. Address</b> (number, street, and apt. or suite no.)	<b>For office use</b>
<b>7. City, state, and ZIP code</b>	The Legal Name, Address and TIN must be filled in completely and the document signed for the forms to be accepted.
<b>8. Taxpayer Identification Number (TIN)</b>	
<b>Enter your EIN OR SSN in the appropriate box to the right (do not enter both)</b>	
For individuals, this is your social security number (SSN).	<div style="border: 1px solid black; background-color: #fff; padding: 5px; margin-bottom: 5px;">Social security number</div>
For other entities, it is your employer identification number (EIN).	<b>OR</b>
<small><b>NOTE:</b> The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W9 Instructions. If the account is in more than one name, see the W9 Instructions for guidelines on whose number to enter.</small>	<div style="border: 1px solid black; background-color: #fff; padding: 5px; margin-bottom: 5px;">Employer identification number</div>
<b>9. Certification</b>	
Under penalty of perjury, I certify that:	
<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• I am a U.S. person (including a U.S. resident alien).</li> </ul>	
<b>SIGNATURE of U.S. PERSON</b>	Date

**STEP 6: Submit**

**For fastest service, PRINT, SIGN, FAX to: 360-664-3363**  
 or mail to: Statewide Payee Desk, PO Box 41434, Olympia WA 98504-1434  
<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>