

Tips for Incorrect W-9

The name on line 1 of the W-9 does not match the FEIN/SSN provided and/or the form must be completed. Please have the supplier complete a corrected W-9 and resubmit the request. When a TIN match is run the IRS does not tell us what the problem is they only let us know if the name and TIN match their records.

Below are some TIPS that might be helpful in filling out your W-9 and should not be taken as tax advice. If you have tax questions please consult your tax advisor or the IRS.

Tips:

- The name on line 1 must match the FEIN/SSN that is on file with the IRS. This is the name the taxes are filed under. If you are an individual and using your SSN line 1 must be your legal name as it appears in the IRS records. We use the IRS TIN matching system for all verifications.
- If you are using an SSN then only the name that matches the SSN can be on line 1, you can not put 2 individual names on line one if you are using an SSN as the IRS only issues an SSN to an individual person.
- Part 1 on the W-9 is where you enter your ID#, if you are using an SSN then place the number in the boxes for the SSN (Social Security Number), if you are using an FEIN (Federal Employer Identification Number) then place the numbers in the box for the Employer Identification box. The number must be in the correct box.
- DBA names or additional company names known by can go on line 2 (please refer to IRS website for additional instructions).
- All sections of the W-9 must be filled out. In section 3 if your company is a LLC and you mark that box the line at the end of the field must be completed. Please make sure you mark the correct box. If you are a non profit you can mark the "other" box and write in the type. There are types that you can use under other but they are not common and you should consult your tax preparer or accountant.
- If you mark LLC in section 3 and put an S or C on the line at the end you must provide us with a copy of your IRS determination letter that will allow us to set you up as a non-1099 supplier. If you do not have a determination letter you will be set up as a 1099 supplier.
- You cannot use both a SSN and a FEIN, there must only be one on the W-9. The W-9 is used to report income.
- Double check your SSN or FEIN, SSN's must have 9 numbers, FEIN's must also have 9 numbers not counting the dashes.
- You must use the most current form, at this time it is dated 2018. Form must be signed and dated. Date must not be more than 1 year old.

Have a Wonderful Day!

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