

Date \_\_\_\_\_

Re: IRS Form W-9

To: Whom it may concern

As a U.S. employer I am required, under IRS regulations, to have documentation on file that indicates the name, organization type and employer ID or SSN number for each vendor, consultant or independent contractor I make a payment to. This includes payments for services rendered, purchases made, expense or travel reimbursement. Our records show that I made payments to you through accounts payable during the 2011 fiscal year through the present.

My records also indicate that I do not have the enclosed W-9 form on file for you. I must have this form completed and on file in order to process any payments or reimbursements to you.

Please complete the enclosed W-9 form and submit it to me at this address:

Please note that \_\_\_\_\_ will not process payment to you until a completed W-9 form is on file. There must be a name filled in the first line/space, and it must match the TIN (Taxpayer Identification number) on file with the IRS. The business type must be completed and signature is required.

Please return the W-9 form, page 1 only, as soon as possible. This will ensure prompt payment to you. Failure to return the completed form may result in the inability to process future invoices or do business with you.

Thank you in advance for responding to this request.

Sincerely,

Name \_\_\_\_\_

Owner/Operator

Business Name \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Enclosure: W9