**Hershey Dela Paz**

Human Resources

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Dear Vendor:

The Internal Revenue Service requires us to maintain the taxpayer identification number and certification for the purpose of reporting certain payments made to persons or companies not classified as employees. In order to ensure our reporting accuracy please complete the attached W-9 form. Remember that if you are an individual doing business or a sole proprietorship, your social security number is needed. The instructions for filling out the form are on the subsequent pages of the W-9. We are unable to process any payments to you until the completed form has been returned.

If the federal form W-9 is not returned, the IRS requires us to withhold a portion of all payments made to your account if the payments meet reporting requirements of federal form 1099. **Also, if you do not provide an accurate name and tax identification number as filled with the IRS, then a penalty may be imposed.**

We strictly follow confidentiality laws and use your tax information for our reporting purposes only. **In order for us to expedite payment, please complete, sign and date the attached form and return as soon as possible. You may also fax or email it to me at my direct contact info above.**

Please contact me with any questions.

Thank you for your cooperation.