

**Substitute Form W-9**

•Penalty of perjury signature required.

**Taxpayer Identification Number Request**

Please complete all three parts below.

**Part 1 - Tax Identification:**Name (as it appears on IRS records): Abbcde fFgGhxy  
Firstname LastnameIf you are a  
SOLE PROPRIETOR or } Required - Personal name of owner of the business: \_\_\_\_\_  
SINGLE-OWNER LLC } Optional - Business name if different from above: \_\_\_\_\_

Enter your TIN in the appropriate box.

For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number

131-15-4321

OR

Employer Identification Number

67-4451101**Part 2 - Please check the appropriate box that describes your entity:**

- ☒ **U.S. Resident - Individual/Sole Proprietor** (Form 1099 reportable. Enter the name of the owner of the business in Part 1.)  
☐ **C Corporation** ☐ **S Corporation** ☐ **Partnership** ☐ **Trust/Estate**  
☐ **Limited Liability Company (LLC)** If you are an LLC, enter the tax classification (C = corporation, S = S Corporation, P = partnership)         
☐ **U.S. Tax Exempt Organizations or Federal, State, or Local Government Agency** (exempt from Form 1099 reporting)  
☐ **Other (see instructions).**

**Part 3 - Certification:** Under penalty of perjury, I certify that:

- 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
- 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
- I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, number 2 above does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Person completing this form:

Signature: [Signature] Date: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Instructions:** We may be about to pay you an amount that may be reported to the Internal Revenue Service (IRS). The IRS will match this amount to your tax return. In order to avoid additional IRS scrutiny, we must provide the IRS with your name and Taxpayer Identification Number. The name we need is the name that you use on the tax return that will report this amount. We are required by law to obtain this information from you.

**U.S. person.** This form may be used only by a U.S. person, including a resident alien. Foreign persons should furnish us with the appropriate Form W-8.

**Penalties:** Your failure to provide a correct name and Taxpayer Identification Number may subject your payments to 1) 28% federal backup withholding, 2) 20% federal withholding if the payment is periodic and eligible for a rollover distribution, or 3) 10% federal withholding if the payment is non-periodic (and is not an eligible rollover distribution). If you do not provide us with this information, you may be subject to a \$100 penalty imposed by IRS under section 6723. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 civil penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Confidentiality:** If we disclose or use your Taxpayer Identification Number in violation of Federal law, we may be subject to civil and criminal penalties.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Please return this form by 11/01/2012. Thank you for your cooperation.Call Toni Sutton at 972-250-8809 if you have any questions regarding your Taxpayer Identification Number or the backup withholding requirements.**ORIGINAL ACCOUNT INFORMATION**John Doe  
893749384  
123 My Way  
Carrollton, TX 87765**RETURN VIA ENCLOSED ENVELOPE TO:**ABC Company  
123 My Way  
Carrollton, TX 87654

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**Taxpayer Identification Number Request**

Please complete all three parts below.

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SINGLE-OWNER LLC } Optional - Business name if different from above: \_\_\_\_\_

Enter your TIN in the appropriate box.

For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number

554-32-1225

OR

Employer Identification Number

11-5567890**Part 2 - Please check the appropriate box that describes your entity:**

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