

**TRANSYLVANIA COUNTY, NC
SUBSTITUTE W-9 FORM
Request for Taxpayer Identification Number**

Section 1 – Taxpayer Identification	<p>*1. Social Security Number (SSN), OR Employer Identification Number (EIN), OR Individual Taxpayer Identification Number (ITIN)</p> <p>*2.</p>		<p>Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require Transylvania County to withhold taxes from our payment.</p>			
	<p>*4. Legal Name (as shown on your income tax return):</p>		<p>3. Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)</p>			
	<p>5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:</p>					
	Contact Information					
	<p>*6. Legal Address</p>		<p>7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)</p>			
	<p>*Address Line 1:</p>		<p>Address Line 1:</p>			
	<p>Address Line 2:</p>		<p>Address Line 2:</p>			
	<p>*City</p>	<p>*State</p>	<p>*Zip (9 digit)</p>	<p>City</p>	<p>State</p>	<p>Zip (9 digit)</p>
	<p>*County</p>		<p>County</p>			
	<p>*8. Contact Name:</p>					
	<p>*9. Phone Number:</p>					
<p>10. Fax Number:</p>						
<p>11. Email Address:</p>						
<p>*12. Entity Type</p>		<p>*13. Entity Classification</p>		<p>14. Exemptions (see instructions)</p>		
<p>Individual/Sole Proprietor/Single-member LLC C-Corporation S-Corporation</p> <p>Partnership Trust/Estate Other _____</p> <p>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____</p>		<p>Medical Services</p> <p>Legal/Attorney Services</p> <p>NC Local Govt</p> <p>Federal Govt</p> <p>NC State Agency</p> <p>Other Govt</p> <p>Other (specify)</p>		<p>Exempt payee code (if any):</p> <hr/> <p>Exemption from FATCA reporting code (if any):</p>		
<p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p>						
Section 2 - Certification	<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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 because 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. citizen or other U.S. person (defined later in general instructions), and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 					
	<p>Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website (https://www.irs.gov/):</p>					
	<p>*Printed Name:</p>		<p>*Printed Title:</p>			
	<p>*Authorized U.S. Signature:</p>			<p>* Date:</p>		

Please complete the "Modification to Existing Vendor Records" section below if there have been any changes to the following: Tax Identification Number (TIN), Legal Name, Business Name, Remittance Address

Return to the Transylvania County Finance Office.

**TRANSLYVANIA COUNTY, NC
SUBSTITUTE W-9 FORM
Modification to Existing Vendor
Records**

This form is to be completed by the vendor if one or more of the following have changed:

1. Change of remittance address.
2. Change of Social Security Number (SSN), or Employer Identification Number (EIN), or Individual Taxpayer Identification Number (ITIN).
3. Change of Vendor Name.

Please complete the applicable sections below.

Section 1:

CHANGE FROM: Remittance Address	CHANGE TO: Remittance Address
*Address Line 1:	*Address Line 1:
Address Line 2:	Address Line 2:
*City *State *Zip (9 digit)	*City *State *Zip (9 digit)
*County	*County

Section 2:

* CHANGE FROM: SSN, or EIN, or ITIN	* CHANGE TO: SSN, or EIN, or ITIN
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Section 3:

CHANGE FROM: Vendor Name	CHANGE TO: Vendor Name
*Legal Name:	*Legal Name:
Business Name/DBA/Disregarded Entity Name, if different from Legal Name:	Business Name/DBA/Disregarded Entity Name, if different from Legal Name:

* Printed Name:		* Printed Title:	
* Authorized U.S. Signature:		* Date:	