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		idance related to the	purpose of Form W-9, see Purp	ose of Form, below.												
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Below is a correct example of a W9 completed for a Vendor with an EIN (tax classification will vary per vendor)

Form W-9
(Rev. March 2024)
Department of the Treasury

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before	1 Name of entity/ind		required. (For a	sole proprieto	or or disre	garded ent	tity, enter ti		name	on lin	e 1, and	d e	enter the	e bu	sin	ess/di	srega	rdec	
	entity's name on line 2.)																		
-	Smith Company											_			_			_	
	Business name/disregarded entity name, if different from above.																		
on page 3.	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor									CE	erta	mptions ain enti instruc	ties,	no	t indiv	iduals			
See Specific Instructions on page	LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.								Exen	mp	t payee	ım F	ore	eign Ad					
5	Other (see ins	structions)									Code	e (i	if any)	_					
Specific	3b if on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions										(Applies to accounts maintained outside the United States.)								
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Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, no to www.irs.nov/FormW9.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting

A W9 **cannot** have both an SSN and an EIN. Below is an example and this would be an incorrect W9. You will need to ask the supplier how they want to be set up in Workday, under their name and SSN or their company name and EIN. The names listed on the W9 are fine, it is common for a W9 to have the owner name and then the business name on line 2. However you must set up the supplier according to the Tax Identification Number that will be used. So if they want to be set up under their name and SSN, remove the EIN from the W9. If they want to be set up under the company name and EIN, remove the SSN.

Form (Rev. I		est for Taxpayer Number and Certificati	on		- 1	reque		Do no		
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Sign Here		New line 3b has been ac required to complete this li								

A W9 **cannot** have two tax classifications selected in box 3a. Below is a common mistake where a corporate entity/institution (vendor) checks off for example Partnership, but then also checks off for LLC Partnership. **There can only be one tax classification selected**.

orm VV — 3 lev. March 2024) epartment of the Treasu ternal Revenue Service	Identification Numb	for Taxpayer nber and Certification instructions and the latest information.							Give form to the requester. Do not send to the IRS.				
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Another common mistake is the vendor will check off LLC, but then leave the tax classification blank. A tax classification of C corporation, S corporation, or Partnership must be entered in the line provided with a C, S, or P

Incorrect example:

Departm	N-9 rch 2024) ent of the Treasury Revenue Service	Request for Taxpayer Identification Number and Certifica Go to www.irs.gov/FormW9 for instructions and the latest inf			Give form to the requester. Do n send to the IRS
Before	you begin. For o	uidance related to the purpose of Form W-9, see Purpose of Form, below.			
See Specific Instructions on page 3.	Name of entity/i entity's name or of entity's name or of entity's name or of entity or only one of the large	Individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner line 2.) Idisregarded entity name, if different from above. Idisregarded entity name is entered on a collowing seven boxes. Idispreparities to C corporation S corporation Pertnership To the tax classification (C = C corporation, S = S corporation, P = Partnership). In the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the ax classification of its owner. In the "LLC" and entered "P" as its tax classifications for "Trust/estate," or checked "LLC" and entered "P" as its tax classification for to a partnership, trust, or estate in which you have an ownership interestive and apt. or suite no.). See instructions. In the state of the control of the co	Trust/estate	4 Exempticertain esee instruction see instruction Exemption Complianc code (if an (Applies outsice)	ions (codes apply only antities, not individuals; ructions on page 3): yee code (if any) in from Foreign Account be Act (FATCA) reportingly) to accounts maintained the United States.)
-	Boca Raton, FL List account nur	33431 her(s) here (optional)			
backup resident entities, TIN, late Note: If	our TIN in the app withholding. For t alien, sole propri it is your employ er. the account is in	rer Identification Number (TIN) ropriate box. The TIN provided must match the name given on line 1 to avoid individuals, this is generally your social security number (SSN). However, for a letor, or disregarded entity, see the instructions for Part I, later. For other er identification number (EIN). If you do not have a number, see How to get a more than one name, see the instructions for line 1. See also What Name and uester for guidelines on whose number to enter.	or Employer	eurity numb	on number
Part	Certifica	ition			
	penalties of perjur				
1. The r 2. I am Servi	number shown or not subject to ba ce (IRS) that I am	this form is my correct taxpayer identification number (or I am waiting for a nuckup withholding because (a) I am exempt from backup withholding, or (b) I has subject to backup withholding as a result of a failure to report all interest or disackup withholding; and	ave not been no	tified by t	he Internal Revenue
	-	ther U.S. person (defined below); and			
4. The F	ATCA code(s) er	tered on this form (if any) indicating that I am exempt from FATCA reporting is	correct.		
because acquisit	you have failed to ion or abandonme	a. You must cross out item 2 above if you have been notified by the IRS that you are port all interest and dividends on your tax return. For real estate transactions, not of secured property, cancellation of debt, contributions to an individual retirement idends, you are not required to sign the certification, but you must provide your contributions.	item 2 does no nent arrangemer	t apply. Fo nt (IRA), an	r mortgage interest p d, generally, paymen
Sign	Signature of	0			

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign

Correct example:

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

											_			_			
Befor	e you begin. For guidance related													_			
	 Name of entity/individual. An entry entity's name on line 2.) 	is required. (For a sole	proprietor or disrega	ded entity, enter the o	wner's n	ame	on line	e 1, an	d ente	r the b	usine	ess/di	sregar	ded			
	Smith Company																
	2 Business name/disregarded entity	name, if different from	above.														
က်	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check									tions (c							
gag	only one of the following seven boxes.									certain entities, not individuals; see instructions on page 3):							
6	Individual/sole proprietor	C corporation	S corporation	Partnership	Trus	t/esta	ate	°	e illoi	ruction	15 01	i page	3 3).				
e.	 LLC. Enter the tax classification 					F		Exe	mpt pa	зуее со	ode (î	f any)					
きぎ	Note: Check the "LLC" box at classification of the LLC, unles						iata	Exe	motio	n from	Fore	ian A	ccount	t Tax			
Print or type.	box for the tax classification of		ity. A disregarded em	ity should instead one	ok ale ap	propr	iato			ce Act							
rin Ins	Other (see instructions)							cod	e (if ar	ıy)							
Print or type. Specific Instructions on page	3b If on line 3a you checked "Partner	ship" or "Trust/estate,"	or checked "LLC" and	d entered "P" as its tax	classific	ation		1 .									
96	and you are providing this form t				interest,	check		"		to aco				a			
Ś	this box if you have any foreign pa			ons				1									
88	5 Address (number, street, and apt.	or suite no.). See instru	ctions.		Reques	iter's	name	and a	ddress	(optio	ınal)						
	777 Glades Road																
	6 City, state, and ZIP code																
	Boca Raton, FL 33431																
	7 List account number(s) here (option	nai)															
Par	Taxpayer Identificat	ion Number (TII	N)														
	your TIN in the appropriate box. Ti			huan an lina 1 to au	old	Soc	cial se	curity	numi	ber				_			
	p withholding. For individuals, this									\Box	Т	\top	Т	П			
	nt alien, sole proprietor, or disrega							-			-						
	s, it is your employer identification	number (EIN). If you	do not have a nun	ber, see How to ge	t a	or		_		_	_			_			
TIN, la	iter.					Em	ploye	r iden	tificat	ion nu	mbe	r]			
	If the account is in more than one			e also What Name	and	1	4		1	4	1	1 1	1	1			
Numb	er To Give the Requester for guide	lines on whose numb	ber to enter.			'	1	- 1	1	1	1	1 1	' '				
Par	Certification																
Unde	penalties of perjury, I certify that:																
1. The	number shown on this form is my	correct taxpayer ide	ntification number	(or I am waiting for	a numb	er to	be is	ssued	to me	e); and	t						
	not subject to backup withholdin																
	vice (IRS) that I am subject to back onger subject to backup withhold		result of a failure to	report all interest	or aiviae	enas,	or (c	;) tne	HS n	as no	lified	ı me	tnat i	am			
	a U.S. citizen or other U.S. perso		nd														
	FATCA code(s) entered on this fo			om FATCA reportir	na is cor	rect.											
	cation instructions. You must cros				-			ubiect	to ba	ickup	with	holdi	na				
	se you have failed to report all intere													paid			
	ition or abandonment of secured pr						-										
	han interest and dividends, you are	not required to sign the	ne certification, but	you must provide yo	our corre	ect TI	N. Se	e the	ınstru	ctions	for	Part I	II, late	ır.			
Sign					Date	1	2/18	3/25									
	Per een																

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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When it comes to the signature, it must be hand signed or an electronic signature. Adobe Acrobat digital signature with a time stamp is also acceptable. Below are allowable electronic signatures:

- 2. 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 Hevenue 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
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 falled to report all interest and dividends on your tax return. For real estate transactions, item 2 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. See the instructions for Part II, later.

Signature of Here

U.S. person

John Smith

Canaral Instructions

New line 3b has been added to this form. A flow-through entity is



Jones name here> Digitally signed by

Date: 2017.05.08

01:14:20 -07'00'

Incorrect signature would look like the below:

- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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, item 2 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. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

John Smith

12-18-25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or