

Below is a correct W9 completed for an individual being set up and paid under their SSN

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.
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.				
Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) John Smith			
	2 Business name/disregarded entity name, if different from above.			
	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. <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> Other (see instructions)			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) (Applies to accounts maintained outside the United States.)			
	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 <input type="checkbox"/>			
	5 Address (number, street, and apt. or suite no.). See instructions. 777 Glades Road		Requester's name and address (optional)	
	6 City, state, and ZIP code Boca Raton, FL 33431			
7 List account number(s) here (optional)				
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.				
Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				
Part II Certification				
Under penalties of perjury, I certify that:				
1. 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				
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 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				
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	Date 12-18-25		
General Instructions				
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				

Below is a correct example of a W9 completed for a Vendor with an EIN (tax classification will vary per vendor)

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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.


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	2 Business name/disregarded entity name, if different from above. <div style="border: 1px solid black; padding: 2px;">Smith Company</div>			
	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. <div style="display: flex; justify-content: space-between; font-size: small;"><div><input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</div><div><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</div></div> <div style="font-size: x-small; margin-top: 5px;">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.</div> <div><input type="checkbox"/> Other (see instructions) _____</div>			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <div style="text-align: right; font-size: x-small;">(Applies to accounts maintained outside the United States.)</div>			
	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 <input type="checkbox"/>			
	5 Address (number, street, and apt. or suite no.). See instructions. <div style="border: 1px solid black; padding: 2px;">777 Glades Road</div>		Requester's name and address (optional)	
	6 City, state, and ZIP code <div style="border: 1px solid black; padding: 2px;">Boca Raton, FL 33431</div>			
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<div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 5px; text-align: center;">Sign Here</div><div style="border: 1px solid black; padding: 5px; text-align: center; flex-grow: 1;"><div style="display: flex; align-items: center;"><div style="font-size: x-small; margin-right: 10px;">Signature of U.S. person</div><div style="border-bottom: 1px solid black; flex-grow: 1; text-align: center;"></div></div></div><div style="border: 1px solid black; padding: 5px; text-align: center; flex-grow: 1;"><div style="font-size: x-small; margin-bottom: 5px;">Date</div><div style="font-size: 1.2em;">12-18-25</div></div></div>				
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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.**

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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:

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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:

<div>Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service</div>		Request for Taxpayer Identification Number and Certification <small>Go to www.irs.gov/FormW9 for instructions and the latest information.</small>		Give form to the requester. Do not send to the IRS.
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.				
<div>Print or type. See <i>Specific Instructions</i> on page 3.</div>	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <div style="border: 1px solid black; padding: 2px;">Smith Company</div>			
	2 Business name/disregarded entity name, if different from above. <div style="border: 1px solid black; height: 20px;"></div>			
	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. <div style="display: flex; justify-content: space-between; margin-top: 5px;"><input type="checkbox"/> Individual/sole proprietor<input type="checkbox"/> C corporation<input type="checkbox"/> S corporation<input type="checkbox"/> Partnership<input type="checkbox"/> Trust/estate</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <div style="border: 1px solid black; width: 100px; height: 15px;"></div></div> <div style="margin-top: 5px;">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.</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><input type="checkbox"/> Other (see instructions)Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) <div style="border: 1px solid black; width: 100px; height: 15px;"></div></div>			
	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 <input type="checkbox"/>			
	5 Address (number, street, and apt. or suite no.). See instructions. <div style="border: 1px solid black; padding: 2px;">777 Glades Road</div>		Requester's name and address (optional) <div style="border: 1px solid black; height: 40px;"></div>	
	6 City, state, and ZIP code <div style="border: 1px solid black; padding: 2px;">Boca Raton, FL 33431</div>			
	7 List account number(s) here (optional) <div style="border: 1px solid black; height: 20px;"></div>			
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.				
<div style="display: flex; justify-content: space-between;"><div>Social security number <div style="border: 1px solid black; width: 150px; height: 25px; display: flex; align-items: center; justify-content: center;">[][] - [][] - [][][][]</div></div><div>OR Employer identification number <div style="border: 1px solid black; width: 150px; height: 25px; display: flex; align-items: center; justify-content: center;">1 1 - 1 1 1 1 1 1 1</div></div></div>				
Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				
Part II Certification				
Under penalties of perjury, I certify that:				
1. 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				
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 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				
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.				
<div style="display: flex; justify-content: space-between;"><div>Sign Here Signature of U.S. person <div style="border-bottom: 1px solid black; width: 100px; margin-left: 10px;"></div></div><div>Date 12/18/25</div></div>				

General Instructions

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

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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

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 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
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 <i>John Smith</i>	Date 12/18/25
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General Instructions

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



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	Date 12-18-25
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General Instructions

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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 beneficiaries.