

IRS W-9 for Individual/Sole Proprietor/Single-Member LLC

Guide to completing the IRS W-9 form and corresponding fields within the CSUBUY Supplier Profile.

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 *Purpose of Form*, below.

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.)

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.

Individual/sole proprietor C corporation S corporation Partnership Trust/estate

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.

Other (see instructions) _____

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 or beneficiaries. See instructions.

4 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.)

Print or type. Specific instructions on page 3.

A Single-Member LLC is a "disregarded entity"

If you are an Individual/Sole Proprietor/Single-Member LLC	Information on W-9	Information in Supplier Profile
W-9 box 1	Individuals' full legal name as shown on your IRS tax return. Please do not use abbreviations, nicknames, or stage names.	The Legal Company Name field (in the Company Overview section) must match line 1 of form W-9.
W-9 box 2	This may be the name of a Single-Member LLC or a DBA name. Your payment will be issued to the name used in this field.	Doing Business As (DBA) field (in the Company Overview section) must match line 2 of W-9.
Taxpayer Identification Number (TIN)	The IRS prefers you provide your Social Security Number (SSN). But if you have a personal Employer Identification Number (EIN) you can use that, but you cannot use an EIN attached to a Single-Member LLC.	Tax Identification Number field (in the Company Overview section) must match SSN or personal EIN on W-9.
W-9 boxes 5-6	Must provide your physical location/street address (no PO Box)	The "physical" address provided (in the Addresses section) must be your physical location/street address and should match boxes 5-6 of your W-9.