

SUBSTITUTE FORM W-9

Request for Taxpayer Identification Number and Certification

Completed by West Hollywood City Employee

Requested by: _____

Division: _____

Purpose or Service Provided by Vendor: _____

Completed by Vendor

To speed up payment, please complete, sign and fax to (323) 848-6566
then mail hard copy to:

City of West Hollywood
Dept. of Finance
Accounts Payable
8300 Santa Monica Blvd
West Hollywood, CA 90069-6216

First Name: _____ MI: _____ Last Name: _____

Business name: _____

Check appropriate box: Individual/Sole Proprietor Corporation Partnership Estate/Trust NonProfit
 LLC/Individual/Sole Proprietor LLC/Corporation LLC/Partnership Government Other

Address: _____

Mailing address: _____

Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____

Social Security No.: _____ - _____ - _____ (Required by EDD for Sole Proprietors)

Taxpayer Identification Number: _____ - _____ - _____ Legal Medical NonProfit
(Check Box above if applicable)

Yes, I am a retiree of PERS No, I am NOT a retiree of PERS

Certification: Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN) (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. 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, 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.

Signature _____ Date _____

