

W-9 Contact Information

Properly completing your W-9 form is vital to ensuring we have accurate contact information for you and your practice. The information submitted on your W-9 should match **exactly** the information submitted to the IRS. Providing name(s) and TIN(s) that match IRS records is necessary to avoid penalties.

You should complete your W-9 as outlined below.

| Line Title | Information to be Provided | Purpose |
|---------------|-------------------------------|--------------------------------|
| Name | Provider's/Practice's Name | Used in Name/ TIN match |
| Business Name | Name, if different than above | Informational purposes only |

To determine the name(s) required, follow these guidelines:

| Entity | Name | Business Name |
|---------------------------|--|---|
| Individual | Name from Social Security Card | Not Applicable |
| Sole Proprietor | Name from Social Security Card | May note the business, trade, or DBA name |
| Limited Liability Company | Owner's Name | LLC's name |
| Other Entities | Business name as shown on required federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. | May enter any business, trade, or DBA name |

To complete the W-9, please follow the instructions as outlined on the form, sign your completed form, and be sure to keep a copy for your records.