# Tell us where to send your check

### **Instructions for Individuals and Trusts/Estates**

Before we can issue your check, we need your address and tax reporting information. Please complete the attached King County Substitute W-9 form.

- Name
  List your name exactly as it should appear on your check.

  Example: "Jennifer Smith"
- 2 Business Type
  Are you an "Individual" or "Trust/Estate"?
  (choose one)
- Business Registration Information
  Mark N/A, unless you are a business with a registered business license.
- 4 Purchasing Location Information Your physical address.
  (PO boxes are not accepted)
- 5 Remittance Information
  Where should we mail your check?
- Tax Reporting Name
  Your name as it appears on your federal tax return.
- 7 Tax Reporting Address
  Your mailing address used for your federal tax return.
- 8 Tax Identification Number, or Social Security Number
  This is needed to confirm your identity.
  Use numbers only, no dashes.

## sample King County Substitute W-9 form

	KING COUNTY SUBSTITUTE W-9	Request for Taxpayer Identification number and Certification	Give form to King County. Do not send to IRS.					
1	Name (as shown on Invoice)  Jennifer Smith							
2	Business Type  ☐ Association ☐ C-Corporation ☐ S-Corporation ☐ Disregarded Entity ☐ Division ☐ Government							
3	Business Registration Information Enter where you are registered to do business and the corresponding State Registration Number							
4	State: N/A Registration Number: N/A  Purchasing Location Information  Physical Address 400 S 5 <sup>TH</sup> AVE							
	City , State, and Zip SEATTLE, WA 98121							
5	Remittance Information Remit Address (if different than above) SAME AS ABOVE							
,	Citv . State. and Zip							
6	Tax Reporting Name and Tax Identification Number or Social Security Number  Enter your Tax reporting Name and address. The Tax Identification number provided must match the name given on the "Tax Reporting Name" line. For individuals, this is your social security number (SSN).  Tax Reporting Name  Jennifer Smith							
7	Tax Reporting Address 1234 MAIN ST							
	Tax Reporting City, State, and Zip SEATTLE, WA 98104							
8	Tax Identification Number, Employer Identification Number or Social Security Number:  1 2 3 4 5 6 7 8 9							
	Under penalties of perjury, I certify that:  1. The number shown on this form is my correct tax reporting name and identification number.  2. I am a U.S. citizen, U.S. person or U.S. Business Entity.  3. I am not subject to backup withholding due to failure to report interest and dividend income.  4. I am exempt from FATCA reporting.							
	<b>Certification instructions.</b> If you are not a U.S. citizen, U.S. person or U.S. Business Entity, you must cross out item 2 above. You will need to provide a completed King County W9 form as well as a copy of your W-8.							
	Sign Here ▶							
	Print Name of Signer Date Signed							

# Tell us where to send your check

#### **Instructions for Businesses**

Before we can issue a check, we need your address and tax reporting information. Please submit a King County Substitute W-9 form.

1 Name

Your name **exactly** as it will appear on your invoice. "Doing Business As" (DBA) names must be listed with the Washington State Business Licensing Service or equivalent.

Example: "ABC Projects, Inc."

2 Business Type

How your business is legally structured.

(choose one)

**3** Business Registration Information

The UBI number assigned by the Washington State Department of Revenue.

(Or, the state you're registered in and that registration number)

4 Purchasing Location Information

Your physical address.

(PO boxes are **not** accepted)

**5** Remittance Information

Where should we mail your check?

6 Tax Reporting Name

Your business name you've registered with the IRS.

7 Tax Reporting Address

Your business address you've registered with the IRS.

8 Tax Identification Number, or Social Security Number

Your tax reporting number assigned by the IRS. Use numbers only, no dashes.

## sample King County Substitute W-9 form

	King County KING COUNTY SUBSTITUTE W-9	Request for Ta	xpayer Identification nu Certification	mber and	Give form to King County.  Do not send to IRS.	
1	Name (as shown on Inv	/oice)				
2	☐ Division ☐ Limited Liability Compa	X C-Corporation  Government  any: Enter tax c	S-Corporation Individual lassification (C=C-Corporation,	☐ Disregarde  S=S-Corporation, P=F  ☐ Trust/Esta	Partnership	
3	Business Registration In Enter where you are regis	nformation				
	State: WA  Purchasing Location Inf	formation	Registration Number	er: 601-234-567		
4	Physical Address 400 S 5 <sup>TH</sup> AVE					
	City , State, and Zip SEATTLE, WA 98121					
5	Remittance Informatio Remit Address (if differen PO BOX 754321					
	City State and Zin CHICAGO, IL 60601					
6	"Tax Reporting Name" line Tax Reporting Name	Name and address. The e. For individuals, this i	Tax Identification numb	er provided must	t match the name given on the	
	XYZ PROJECT SERVICES IN  Tax Reporting Address	C				
7	1234 MAIN ST					
	Tax Reporting City, State, and Zip  SEATTLE, WA 98104					
8	Tax Identification Number  1 2 3 4 5 6		on Number or Social Sec	urity Number:		
	Under penalties of perjury  1. The number shown on  2. I am a U.S. citizen, U.S.  3. I am not subject to bacl  4. I am exempt from FATC	this form is my correct person or U.S. Busines kup withholding due to	s Entity.			
	Certification instructions. above. You will need to pr				you must cross out item 2 ur W-8.	
	Sign Here ▶					
	Print Name of Signer			Date	Signed	

King County	
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KING COUNTY	Certification		Do not send to IRS.				
SUBSTITUTE W-9							
Name (as shown on Invoice)							
Business Type							
☐ Association ☐	☐ C-Corporation	☐ S-Corporation	☐ Disregarded	Entity			
☐ Division ☐	Government	☐ Individual					
☐ Limited Liability Cor	mpany: Enter tax	x classification (C=C-Corpor	ation, S=S-Corporatio	n, P=Partnership			
☐ Non Profit ☐	☐ Non Profit ☐ Partnership ☐ Sole Proprietor ☐ Trust/Estate						
Business Registrat							
Enter where you are re	egistered to do bus	siness and the corresp	onding State Regi	istration Number			
State:		Registration N	lumber:				
Purchasing Location	on Information	-					
Physical Address							
City , State, and Zip							
Remittance Informa	 ation						
Remit Address (if diffe							
City, State, and Zip							
ony , orato, and Esp							
Tay Danasting Nam	o and Tay Ident	tification Number o	r Casial Casuri	to a Nicona la con			
Tax Reporting Nam				ided must match the name			
given on the "Tax Rep							
Tax Reporting Name	_						
Tax Reporting Address	 S						
l and topolining hadroot	-						
Tay Danastina City Ct	ote and 7in						
Tax Reporting City, State, and Zip							
Tax Identification Num	ber, Employer Ide	ntification Number or S	Social Security Nu	mber:			
Under penaltics of per	ium. Loortifu that						
Under penalties of perjury, I certify that:  1. The number shown on this form is my correct tax reporting name and identification number.							
2. I am a U.S. citizen, U.S. person or U.S. Business Entity.							
3. I am not subject to backup withholding due to failure to report interest and dividend income.							
4. I am exempt from F	ATCA reporting.						
Certification instructions. If you are not a U.S. citizen, U.S. person or U.S. Business Entity, you must cross							
out item 2 above. You will need to provide a completed King County W9 form as well as a copy of your W-8.							
Sign Hara b							
Sign Here >							
Print Name of Signer			Da	te Signed			