



PEORIA COUNTY

W-9 Information Request

Return to:
Carol VanWinkle
Peoria County Auditor
324 Main St. - G02
Peoria IL 61602
Phone: (309) 672-6006
Fax: (309) 677-6234

www.peoriacounty.org

As a Peoria County supplier, all new vendors are required to complete and sign this information for payment and reporting purposes. Payment will not be issued until the required information is supplied for the Peoria County Vendor Data Base. **This information will be used to verify the applicant has IRS registration and determine status.** The address MUST contain a physical address; a P.O. Box alone is not sufficient. Vendors may have payment sent to a designated P.O. Box.

Individual Name _____

Print your Name or Business Name as shown on your business Federal Income Tax Return. If you do not have a business name, insert the owner's name exactly as shown on the owner's Federal Income Tax Return

And/or Business Name _____

If D/B/A, must have name of owner on the first line

Address _____

City _____ State _____ Zip _____ - _____

Must Include a Contact Name _____ Phone _____

Fax Number _____ Email Address: _____

Type of Business: **Check appropriate designation below - must select one:**

Individual/DBA/Sole Proprietor Partnership LLC ___ C or S Corporation Other

Additional data (Certified through the State of Illinois) Check all that Apply:

MBE (Minority Business) WBE (Woman's Business) DBE (Disadvantaged Business)

Enter your Taxpayer Identification Number in the appropriate area below. The TIN provided must match the name given on the above line to avoid backup withholding. This information will be verified through the IRS TIN Matching Program.

Individuals use your social security number (SSN). Other entities use your Employer Identification Number (EIN).
(Use number shown as the TIN on the Federal tax return)

Employer Identification Number

Social Security Number

_____-_____-_____ OR _____-_____-_____

Under penalties of perjury, I certify that:

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

Signature _____ Date _____

If a purchase order or 'remit to' address is different from the physical location, please complete the information below. Signed instruction by the Vendor on letterhead stationery or invoice is required for any future address change to the Vendor database.

"Purchase Order" Alternate Address

City _____ ST _____ Zip _____

If different from previously entered information:

Contact Name _____

Phone/Fax/Email _____

"Remit To" Alternate Address

City _____ ST _____ ZIP _____

If different from previously entered information:

Contact Name _____

Phone/Fax/Email _____

Peoria County Modified W9 Vendor Application Form

Prior to entry into the Active Vendor base and payment by Peoria County, the above form must be completed, sent to the Peoria County Auditor, and entered into our Database. No vendor that has not received an actual order will be entered as Active. Upon receipt, the information on the form will be verified through the IRS TIN (Taxpayer Identification Number) program. Only validated vendors will be entered and paid. Incorrect or incomplete forms may subject Peoria County to the IRS requirement to withhold 28% of the Claim.

Vendors sending in this data with the Claim to the using Department will still expedite payment; vendors faxing the signed W9 prior to sending the Claim to the using Dept. must send a clearly marked 'COPY' of the order with the W9 to verify an order has been placed.

This form includes data in addition to the Federal W9; please use the Peoria County Modified W9 application form, as we collect additional data.

Required information on the form:

- 1st line The name of the individual(s) and/or the business name as it appears on the Federal Tax Return.
- 2nd line: Business name, if different from line 1 or if a D/B/A/ (doing business as) name. If a D/B/A is used, the owner's legal name must be entered on the first line.
- 3rd & 4th: Complete mailing address
- 5th & 6th: Contact name, phone, fax, and email (if applicable)
- 7th: Type of Business. Check the appropriate designation.
- Minority Status refers to an official certification by the State of Illinois for MBE (Minority Business Enterprise); DBE (Disadvantaged Business Enterprise); or WBE (Women's Business Enterprise). The vendor is to check the appropriate designation, if applicable.
- TIN entry: The Taxpayer Identification Number is the number used on the entities' Federal Income Tax form and must match the name and TIN the IRS has on file. If the Claim will come in with a different name than the IRS records, (e.g., franchise using TIN of parent company), then the name of the parent company should be indicated in addition to the vendor name, along with documentation you are authorized to use this TIN. A TIN may be SS # or an EIN (employer identification number). Whatever is entered, the entry on the W9 must match the Federal Tax Return data.

Certification: Read the certification, sign and print your name, and date the form. Individuals signing should be authorized to complete this information.

Alternate Address Many times a different address than the physical business address is designated for purchase orders and remittances. No alternate address will be used for remittances unless the vendor so authorizes Peoria County by

- (a) Providing this information on the W9 or by
- (b) Sending the new address directions on their letterhead authorizing us to send the payment to another address.

If you have problems completing the W9 (TIN used), you may wish to contact the IRS Business Hot Line at 1-888-829-4933. Other questions, please call the Peoria County Auditor's Office at 309-672-6006.