

Request for W9

Client Assistance & Housing Funds | ACT

Dear (name of company or individual):

Enclosed is an IRS Form W-9, “Request for Taxpayer Identification Number and Certification”. Advancing Connecticut Together (ACT) is required by the Internal Revenue Service to obtain this information from Healthcare Providers, Utility Companies, and Landlords. This is to determine that our agency is paying the proper vendor, confirming they are a registered vendor with the IRS.

When completing, please be sure to:

1. Use the exact name that corresponds with your Social Security Number (SSN) or Employer Identification Number (EIN).
 - a. Enter the name as shown on your income tax return.
 - b. If you have a doing business as (DBA) name, also enter this name on the business name/disregarded entity name line.
2. Check the appropriate box for federal tax classification indicating whether you are an individual/sole proprietor, corporation, partnership, trust/estate, or other.
3. Include your complete address.
4. Enter your SSN or EIN as appropriate.
5. Sign and date the W-9

In order to provide client assistance, ACT must have a W-9 on file for all vendors before payment can be issued. It is important to note that failure to comply with this request may result in the denial of client assistance. Please refer to the enclosed W-9 instructions for further information.

Thank you for your prompt attention and cooperation. For further clarification on IRS requirements please refer to the link below: <https://www.irs.gov/instructions/iw9>

Sincerely,

Advancing Connecticut Together Team