

W-9 Required Information:

All self-employed vendors that the city departments do business with are required to:

- To fill out a W9 the vendor must provide his social security number or his federal ID number.
- A self-employed vendor that does not have a Federal ID or an Employer ID Number-EIN and puts his social security number on the W9 form will be required to attach a copy of his social security card and his driver's license with the W9.
- For those self-employed businesses that have a federal ID (EIN) with the IRS, must provide a copy of the IRS **Form CP575** which was sent to him by the IRS when he was first assigned the federal ID number. If the **CP575** cannot be located, then the vendor can contact the IRS and request a copy, which they will fax or mail to the vendor.