



## STEP 5: Complete and sign the Request for Taxpayer Identification Number (W-9)

Substitute Form <b>W-9</b>	<b>Request for Taxpayer Identification Number and Certification</b>									
1. Legal Name (as shown on your income tax return)										
2. Business Name, if different from Legal Name above – e.g. Doing Business As (DBA) Name										
3. Check <b>ONLY ONE</b> box below (see W-9 instructions for additional Information)										
<input type="checkbox"/> Individual or Sole Proprietor  <input type="checkbox"/> LLC filing as a sole proprietor  <input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation  <input type="checkbox"/> S-Corp	<input type="checkbox"/> LLC Filing as Corporation  <input type="checkbox"/> LLC filing as Partnership  <input type="checkbox"/> LLC filing as S-Corp	<input type="checkbox"/> Non-Profit Organization  <input type="checkbox"/> Volunteer  <input type="checkbox"/> Board/Committee Member	<input type="checkbox"/> Local Government  <input type="checkbox"/> State Government  <input type="checkbox"/> Federal Government (including tribal)	<input type="checkbox"/> Tax-exempt organization  <input type="checkbox"/> Trust/Estate					
4. For Corporation, S-Corp, Partnership or LLC, check on box below if applicable: <input type="checkbox"/> <b>Medical</b> <input type="checkbox"/> <b>Attorney/Legal</b>			If requesting for Corporation, which state is the corporation incorporated?							
5. If exempt from backup withholding, check here: <input type="checkbox"/> (see instruction for W-9 to determine if you are exempt from backup withholding)										
6. Address (Number, street, and apt. or suite no.)			For office use							
7. City, State, and Zip code										
8. Taxpayer Identification Number (TIN) Enter your EIN or SSN in the appropriate box to the right (do not enter both) For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).  <i>Note: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W-9 Instructions. If the account is in more than one name, see the W-9 instructions for guidelines on whose number to enter.</i>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Social Security Number</td></tr> <tr><td style="text-align: center;">OR</td></tr> <tr><td style="text-align: center;">Employer Identification Number</td></tr> <tr><td style="text-align: center;">AND</td></tr> <tr><td style="text-align: center;">Unified Business Identifier Number</td></tr> </table>			Social Security Number	OR	Employer Identification Number	AND	Unified Business Identifier Number
Social Security Number										
OR										
Employer Identification Number										
AND										
Unified Business Identifier Number										
9. Certification Under penalty of perjury, I certify that:										
<ul style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>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</li> <li>I am a U.S. person (including a U.S. resident alien)</li> </ul> (For additional information about the W-9 see the W-9 instruction.)										
Signature of US Person			Date							

## STEP 6: Submit

For fastest service, PRINT, SIGN, SCAN and EMAIL to: [TRAINSHelpDesk@wsdot.wa.gov](mailto:TRAINSHelpDesk@wsdot.wa.gov)  
 If you do not have scanning ability, you may fax to (360) 705-6804  
 or mail to:  
 Washington State  
 Department of Transportation  
 PO Box 47420  
 Olympia, WA 98504-7420