W-9 Form Instructions

W9 Forms cannot be accepted with any cross-outs, white-outs, or write-overs. Please print and complete a new form if you make any errors.

Line 1: Name

This line cannot be left blank.

- If you select Individual/sole proprietor or single-member LLC on line 3, then the value on this line must be the farm owner's individual name.
- If you select C Corporation on line 3, then the value on this line must be the farm/business name.
- If you select S Corporation on line 3, then the value on this line must be the farm/business name.
- If you select Partnership on line 3, then the value on this line must be the farm/business name.
- If you select Limited liability company on line 3, then the value on this line must be the farm/business name.

Line 2: Business Name/disregarded entity name

Enter your farm's doing business as (dba) or trade name on this line if it is different from the name on Line 1.

Line 3: Federal Tax Classification

Check only one box. Select the appropriate box to indicate your federal tax classification with the IRS.

- If you report your farm income under your social security number, indicate sole proprietor
- If your farm is a partnership, select partnership
- If your farm is incorporated, select S-Corp or C-Corp
- If your farm is a Limited liability company, select Limited Liability Company and enter a letter to indicate the Limited Liability type in the space provided
    - C = C Corporation
    - S = S Corporation
    - P = Partnership
- If the farm is a Non-Profit organization, select Other and indicate the section of the IRS code (501c3, 501c4, 501c6, etc.) that the farm is registered under in the space provided.

Line 4: Exemptions

This line should be left blank.

Lines 5-6: Address, City, State, and Zip code

Enter the address where payments should be mailed to you at.

Line 7: Account Number(s)

This line should be left blank.

Part I: Taxpayer Identification Number (TIN)

Enter either a Social Security Number (SSN) OR an Employee Identification Number (EIN). Do not enter both.

- For Individuals, enter your SSN.
- For Sole Proprietors or Sole Member LLC's, enter either the SSN or EIN that is used to report your farm's income on your tax return.
- For C Corporations, S Corporations, Partnerships, or Non-Profit Organizations, enter the EIN that is used to report your farm's income on your tax return.

Part II: Certification

A physical signature and date are required. Form must be signed and dated with the last 6 months.