



**REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION
SUBSTITUTE FORM W-9**

Pursuant to Section 6109 of the Internal Revenue Code, you must furnish your Taxpayer Identification Number (TIN) to the County of Albemarle. If this number is not provided, or your individual name or business name does not match the taxpayer name for your TIN, you may be subject to 24% tax withholding on each payment. You must provide your TIN whether or not you are required to file a tax return. To avoid the 24% withholding and to ensure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

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Business Name/Disregarded Entity, if different from above. NOTE: Payments will be directed to your business name, if provided.

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Address:

Street Address			
City	State	Zip Code	-

Remit-To Address:

Street Address			
City	State	Zip Code	-
Contact Name:		Email:	

Check the appropriate box below for the entity type. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner, unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Entity Type: (check only one)

<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation	<input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation	<input type="checkbox"/> Tax-Exempt or Non-Profit Organization
<input type="checkbox"/> Disregarded Entity	<input type="checkbox"/> Estate	

Entity Classification/Activity: (check only one)

<input type="checkbox"/> Services Only <i>Check if applicable</i> <input type="checkbox"/> Legal Services <input type="checkbox"/> Medical/Health Care	<input type="checkbox"/> Merchandise (goods) only	<input type="checkbox"/> Merchandise & Services
<input type="checkbox"/> Federal Government	<input type="checkbox"/> Political Subdivision	<input type="checkbox"/> Other Government
<input type="checkbox"/> Other (Specify _____)		

Exemptions (codes apply only to certain entities, not individuals; see instruction son page 3 of IRS Form W-9):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Note: If you are a sole proprietor you may use either your SSN or EIN, as your Taxpayer Identification Number. If you are a corporation, partnership, government entity, estate, tax-exempt or non-profit organization, you must provide an EIN as your Taxpayer Identification Number.

Federal Tax Identification Number

or

Social Security Number

CERTIFICATION: Under penalties of perjury, I certify that:

1. 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
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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions titled Certification on the IRS W-9 form.

Authorized Signature

Printed Name

Title

Phone

Fax

Date