Supplier Maintenance
General IRS W-9 Requirements

The supplier’s IRS W-9 must be the current version of the IRS W-9 found at www.irs.gov and must be completed according to the IRS Form W-9 instructions. The IRS W-9 will not be accepted by Supplier Maintenance if it is not completed according to the IRS Form W-9 instructions, is illegible, or has been altered. General IRS W-9 instructions are provided below.

a. **Line 1** of the W-9 is required and should be the name shown on the supplier’s income tax return.
b. **Line 2** is for the supplier’s LLC and/or DBA names, if applicable.
c. **Line 3** of the W-9 is required and only one box should be checked. When the “Other” box is checked, please ensure the supplier has entered their tax-exempt status such as government entity, 501c3, etc. For example:

d. **Lines 5 and 6** are required. This address will be entered as **Address ID 1** in Edison and is the address the Information Return (1099) will be mailed.
e. **Part I: Taxpayer Identification Number (TIN)** is required and only **one** Taxpayer Identification Number (TIN) should be provided. The TIN provided must match the name provided on **Line 1** to avoid backup withholding. If the name and TIN combination does not match IRS records, the W-9 will not be accepted by Supplier Maintenance.
f. The supplier must hand-sign and date **Part II: Certification**. The submitted form must be dated within **one** year of the submission date to Supplier Maintenance.