Complete the address section with your department’s contact address. Sign, date and forward the W-9 to the requestor.

The W-9 can be signed by anyone.  Actually, the form only needs to be signed if we are receiving payments for interest or dividends (see below).  Since most requestors are unaware of this fact, I suggest signing the form.  The purpose of this form is to verify our federal identification number.  It serves no other purpose.

**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.**