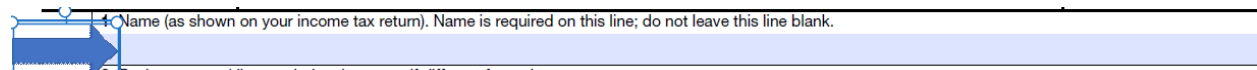


## How to Complete a [W9 Form](#):

### Step 1:



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

Enter full name as it appears on your income tax returns. This should match what is on your social security card. This is a required field.

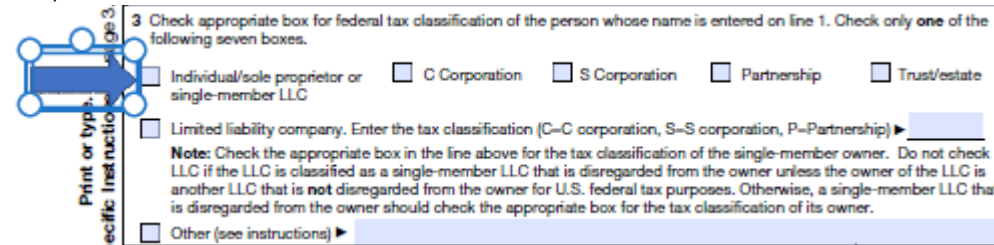
### Step 2:



2 Business name/disregarded entity name, if different from above

If you have a registered business, enter that here. If you do not have a registered business, leave this blank.

### Step 3:



3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

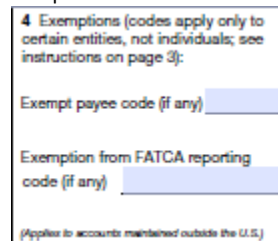
Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. 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.

Other (see instructions) ▶

Typically, you will select Individual here. You would only select something different IF you have a registered business. If you have a registered business, select how your business is registered.

### Step 4:



4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

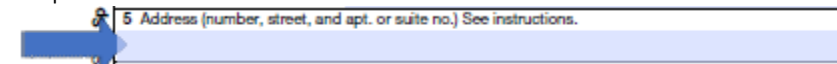
Exempt payee code (if any) ▶

Exemption from FATCA reporting code (if any) ▶

(Applies to accounts maintained outside the U.S.)

Leave this blank.

### Step 5:



5 Address (number, street, and apt. or suite no.) See instructions.

Enter your mailing address here. This is the address where your tax information will be sent.

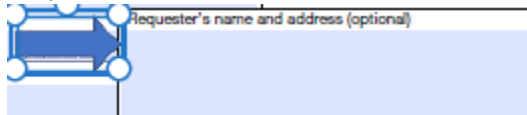
### Step 6:



6 City, state, and ZIP code

This is a continuation of your mailing address. This is where the City, State, and ZIP Code are entered.

Step 7:



Requester's name and address (optional)

A blue arrow icon points to a large, empty rectangular text box.

Leave this BLANK.

Step 8:

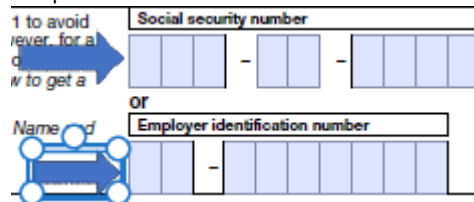


List account number(s) here (optional)

A blue arrow icon points to a long, empty rectangular text box.

Leave this BLANK.

Step 9:



1 to avoid  
reversal for a  
discovery  
to get a

Social security number

or

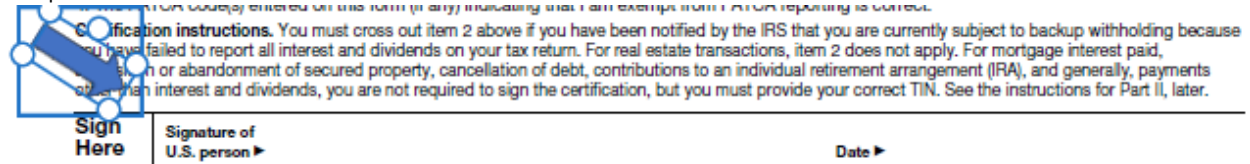
Name of

Employer identification number

Two sets of form fields are shown. The first set is for a Social Security Number, consisting of three groups of four boxes separated by dashes. The second set is for an Employer Identification Number, consisting of a box for the name of the employer followed by a box for the EIN, which is a nine-digit number with a dash after the first digit.

If you selected Individual on Step 3, enter your Social Security Number here. If you selected another option (ie C Corp, S Corp, LLC) enter your Employer Identification Number here.

Step 10:



**Sign Here**

Signature of U.S. person ▶

Date ▶

A blue arrow icon points to the 'Sign Here' label. Below it are two fields: 'Signature of U.S. person' and 'Date'.

Sign and Date here. W9 is invalid without a signature. The date on the W9 should be the date you sign the form.