

IRS Form W-9 Instructions

What is it for?

This form tells the IRS that you are an independent contractor and is used to verify your name and Taxpayer Identification Number (TIN). This TIN is used to report to the IRS income that has been paid to you.

Where do I get a TIN?

For individuals who have a Social Security Number (SSN), your SSN is your TIN. Enter this in the SSN field. If you are a resident alien and you do not have, and are not eligible for, a SSN, your TIN is your IRS Individual Taxpayer Identification Number (ITIN). You should enter this number in the SSN field.

What if I am an independent contractor and I have an FEIN?

If you have a Federal Employer Identification Number (FEIN), you may enter either your SSN or FEIN; however, the IRS prefers that you use your SSN.

What if I don't have either an SSN or an ITIN?

If you do not have a SSN or an ITIN, write "Applied for" in the space for the TIN. You should then apply for a SSN by completing Form SS-5, Application for a Social Security Card. This is available at your local Social Security Administration office or online at www.socialsecurity.gov. If you are a resident alien and are not eligible to obtain a SSN, you will need to apply for an ITIN on Form W-7, Application for IRS Individual Taxpayer Identification Number. If you have an application pending for a SSN, simply write "Applied for" in the space for the TIN.

Which lines do I complete?

You need to complete the top part of the form that asks for your demographic information. You should then complete Part I and sign and date in Part II.

Send completed and signed form to KS WORK program, through PPL via fax, email, or mail

<p>Fax*</p> <p>1-855-319-9305</p>	<p>Email*</p> <p>pplksaetna@pcgus.com</p>	<p>Mail</p> <p>KS WORK AETNA Public Partnerships LLC One Cabot Road, Ste. 102 Medford, MA 02155</p>
<p>*FOR FASTEST PROCESSING, EMAIL OR FAX FORMS</p>		