

Date: _____

Done by: _____

General Guidelines provided by the IRS in the instructions to Form W-9 (Rev. March 1994):

Ask the vendor which type of entity...then check the box below:

Vendor	Name?	SSN or EIN?
Individual	Individual's	SSN
Sole Proprietor	Must have proprietor's...business' is optional	Either
Corporation	Business'	EIN
Partnership	Partnership's	EIN
Joint Account	Actual owner of the account or, if combined funds, the first individual on the account.	SSN of the named person
Tax Exempt	Organization's	EIN

Phone Number: _____

Individual's Name: _____

Business' Name: _____

Address: _____

City, State, Zip _____

Social Security Number: _____

Employer Identification Number: _____

Yes	No	Questions to determine if an individual qualifies as an Independent Contractor.
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the individual in business to make money and therefore at risk to lose money?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the person hold himself or herself out to perform the same service to the general public?
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the person actually perform the same service for others (outside GSD)?

You must answer 'Yes' to all three questions before an individual qualifies as an Independent Contractor.

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