

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Direct Deposit or Paycard Authorization Form:**

New

Change

Cancel

**Employee Information**

Employee Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**Pay Stub Delivery Method:**

Web

Live Stub

Email Address: \_\_\_\_\_

\*\*\*For Web delivery you must enter a valid Email Address

**Direct Deposit**

**You must have NET Direct Deposit to be eligible for Fixed Amount Direct Deposit**

**Bank Account Information:**

Account Type:

Checking

Savings

ABA/Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Bank Name: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ or

ALL

**Bank Account Information – Account 2:**

Checking

Savings

ABA/Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Bank Name: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ or

ALL

**Additional Information for Direct Deposit:**

- Your direct deposit will take effect immediately
- It is your responsibility to notify your manager to let Mint Payroll LLC know of any changes to or the closure of your bank account. Failure to notify your manager may delay issuance of checks.
- For each account, you must provide a voided check drawn from the account (no deposit slips) or a letter from the bank on official letterhead verifying the ABA and account number. Incomplete or inaccurate information will not be processed.
- In the event my bank is not able to deposit into my account, Mint Payroll LLC cannot issue the funds to me until said funds are returned by my bank. If my bank rejects a payment due to an invalid account number, payment via paper check or direct deposit will not be issued until Mint Payroll LLC receives the returned funds from my bank. This process usually takes two to three business days.

By providing the information requested above and signing below, I hereby elect and consent to receive my wages via direct deposit.

In addition, I hereby authorize Mint Payroll LLC to make all of my deposits and deposit adjustments involving my pay, including those involving off cycle pay and pay upon discharge, to the account(s) identified above, and I authorize the bank(s) listed above to accept such deposits and make such adjustments. These authorizations will remain in effect until Mint Payroll LLC receives written notice from me terminating my authorization.

**Paycard**

**Paycard Information:**

Deposit Amount: \_\_\_\_\_ or

ALL

By providing the information requested above and signing below, I hereby elect and consent to receive my wages via paycard. I

acknowledge I have received a copy of the terms, conditions, and fees associated with using such pay card. In addition, I hereby authorize Mint Payroll LLC to make all of my deposits and deposit adjustments involving my pay, including those involving off cycle pay and pay upon discharge, to my pay card, and I authorize the bank to accept such deposits and make such adjustments. This authorization shall remain in effect until Mint Payroll LLC receives written notice from me terminating my authorization.

Employee Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature Authorizing Payment Method: \_\_\_\_\_

## Consent Form to Receive W-2 and or 1099 Electronically

Mint Payroll LLC is required by the Internal Revenue Service (IRS) to provide each employee with a W-2 Form that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. Previously we provided paper copies of W-2's; however, we do offer an electronic option for distributing W-2s.

Some of the benefits of receiving an electronic W-2 statement are:

- Earlier access
- Employee can reprint W-2 if it is lost
- Access is possible electronically if the employee is away from their usual home or work location
- Compensation and tax withholding information may easily be downloaded into many tax preparation software programs

This notice contains the required IRS disclosure information and instructions for you to consent to receiving your W-2 electronically instead of a paper copy. If you have any questions regarding this notice or your W-2 Statement, contact your employer.

Please read this entire notice and, if you wish to receive all future W-2 statements from this company electronically, provide your consent. If you do not provide this consent, you will continue to receive a paper copy of your W-2 statement.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. As an alternative, the consent may be made via e-mail or via a paper authorization if it is confirmed electronically in a manner that demonstrates the employee's ability to access the electronic statement.

To assure compliance with this requirement, employees who wish to receive their W-2 electronically, must:

### **Sign and submit this form to the employer**

An employee who chooses to receive their W-2 statement electronically may withdraw consent. The employee's withdrawal of consent will be effective on the date it is received. If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

To withdraw your consent, send an e-mail or written notice to your manager.

In addition, an employee's written request to receive a paper copy will be considered a withdrawal of consent for electronic delivery.

If an employee consents to electronic W-2 delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, or incorrect e-mail address, the employee will receive a paper copy. If there is any change in how to receive electronic delivery, employees will be notified immediately via e-mail or written notice. Employees are also required to inform the manager promptly of any personal address or status changes through written notification.

If you completed the electronic consent correctly, you will receive an e-mail notification no later than January 31st with your W2 attached.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Name (printed):** \_\_\_\_\_