

# Tell us where to send your check

## Instructions for Individuals and Trusts/Estates

Before we can issue your check, we need your address and tax reporting information. Please complete the attached King County Substitute W-9 form.

- 1 Name**  
 List your name exactly as it should appear on your check.  
*Example: "Jennifer Smith"*
- 2 Business Type**  
 Are you an "Individual" or "Trust/Estate"?  
*(choose one)*
- 3 Business Registration Information**  
 Mark N/A, unless you are a business with a registered business license.
- 4 Purchasing Location Information**  
 Your physical address.  
*(PO boxes are not accepted)*
- 5 Remittance Information**  
 Where should we mail your check?
- 6 Tax Reporting Name**  
 Your name as it appears on your federal tax return.
- 7 Tax Reporting Address**  
 Your mailing address used for your federal tax return.
- 8 Tax Identification Number, or Social Security Number**  
 This is needed to confirm your identity.  
 Use numbers only, no dashes.

sample King County Substitute W-9 form

KING COUNTY SUBSTITUTE W-9	Request for Taxpayer Identification number and Certification	Give form to King County. Do not send to IRS.
<b>1</b>	<b>Name (as shown on Invoice)</b> Jennifer Smith	
<b>2</b>	<b>Business Type</b> <input type="checkbox"/> Association <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Division <input type="checkbox"/> Government <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Limited Liability Company:    Enter tax classification (C=C-Corporation, S=S-Corporation, P=Partnership) ▶ <input type="checkbox"/> Non Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust/Estate	
<b>3</b>	<b>Business Registration Information</b> Enter where you are registered to do business and the corresponding State Registration Number State: N/A    Registration Number: N/A	
<b>4</b>	<b>Purchasing Location Information</b> Physical Address 400 S 5 <sup>TH</sup> AVE City, State, and Zip SEATTLE, WA 98121	
<b>5</b>	<b>Remittance Information</b> Remit Address (if different than above) SAME AS ABOVE City, State, and Zip	
<b>6</b>	<b>Tax Reporting Name and Tax Identification Number or Social Security Number</b> Enter your Tax reporting Name and address. The Tax Identification number provided must match the name given on the "Tax Reporting Name" line. For individuals, this is your social security number (SSN). Tax Reporting Name Jennifer Smith	
<b>7</b>	Tax Reporting Address 1234 MAIN ST Tax Reporting City, State, and Zip SEATTLE, WA 98104	
<b>8</b>	Tax Identification Number, Employer Identification Number or Social Security Number: 1 2 3 4 5 6 7 8 9	
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct tax reporting name and identification number. 2. I am a U.S. citizen, U.S. person or U.S. Business Entity. 3. I am not subject to backup withholding due to failure to report interest and dividend income. 4. I am exempt from FATCA reporting.		
<b>Certification instructions.</b> If you are not a U.S. citizen, U.S. person or U.S. Business Entity, you must cross out item 2 above. You will need to provide a completed King County W9 form as well as a copy of your W-8.		
Sign Here ▶ _____		
Print Name of Signer		Date Signed