

Purpose of this Substitute W-9

You have received this form because Summit County Board of Elections has asked you to be an Precinct Election Official. The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

According to federal tax law, we are required to obtain Taxpayer Identification Numbers (TIN) of all individuals and businesses to whom reportable payments are made. This form is used by Summit County as a substitute for the W-9 Form as allowed by the IRS. This form provides us with the information we require to enter an individual into our computer system as a vendor. This information will assist us in determining if the payments we make to you are subject to IRS tax reporting requirements and or IRS Backup Withholding under IRS Code Section 3406.

No payments will be processed until this form is received by the Summit County Fiscal Office and a Vendor profile has been created and the information passes IRS TIN Matching.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. **You must furnish a new W-9 or Substitute W-9 if any of the following occurs: a Name change; the TIN or type of entity changes; changes in Correspondence and remittance addresses.**

Penalties

Failure to furnish TIN - If you fail to furnish your correct TIN to a requester, you are subject to a penalty by the IRS for each such failure unless your failure is due to reasonable cause and not willful neglect.

Civil penalty for false information with respect to withholding - If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty from the IRS.

Criminal penalty for falsifying information - Willfully falsifying certifications or affirmations may subject you to criminal penalties by the IRS including fines and/or imprisonment.

Misuse of TINs - If a requester discloses or uses TINs in Violation of federal law, the requestor may be subject to civil and criminal penalties.

PART I: Vendor Information

A Legal Name - Print the "Full Legal Name" of the person to whom the payment is to be issued.

You can find this information on your Social Security Administration (SSA) records.

You must provide your full name. If your name on your Social Security Card is Elizabeth Miller, write that instead of a nickname, such as Beth or Liz.

B Address: Correspondence/1099 - This is your general mailing address. Print the correspondence address where notices and/or a Form 1099 can be mailed.

Check Remittance Address - Print the address where payments are to be sent if it is different than the Correspondence address.

C Miscellaneous - These answers will assist us in creating a vendor profile.

Exempt Payee Code - If you are exempt from IRS Backup Withholding, we need your payee code. For further information on the Exempt Codes go to <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

FATCA Reporting Code - If you are a foreign financial institution, exempt from the Foreign Account Tax Compliance Act, we need this code. For further information on the FATCA Codes, go to <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

D If you are an employee, your PEO payment will be on your county paycheck.

E Tell us if you have changed your address or your name by marking an X in the appropriate box.

PART II: Taxpayer Identification Number (TIN)

If you are an individual, your TIN is your Social Security Number.

PART III: Certification

By signing the Substitute W-9, the owner of the Social Security Number establishes that the information on the form is complete and correct to the best of his/her knowledge.

Definition of a U.S. person - For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Part IV: Summit County Department doing business with vendor:

Which Summit County Department is doing business with the vendor? Who is the contact person in that Department?