

# Tell us where to send your check

## Instructions for Businesses

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

- 1 Name**  
Your name **exactly** as it will appear on your invoice. "Doing Business As" (DBA) names must be listed with the Washington State Business Licensing Service or equivalent.  
*Example: "ABC Projects, Inc."*
- 2 Business Type**  
How your business is legally structured.  
*(choose one)*
- 3 Business Registration Information**  
The UBI number assigned by the Washington State Department of Revenue.  
*(Or, the state you're registered in and that registration number)*
- 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 business name you've registered with the IRS.
- 7 Tax Reporting Address**  
Your business address you've registered with the IRS.
- 8 Tax Identification Number, or Social Security Number**  
Your tax reporting number assigned by the IRS.  
Use numbers only, no dashes.

sample King County Substitute W-9 form

 KING COUNTY SUBSTITUTE W-9	Request for Taxpayer Identification and Certification	Give form to King County. Do not send to IRS.
<b>1</b>	<b>Name (as shown on Invoice)</b> ABC PROJECTS, INC.	
<b>2</b>	<b>Business Type</b> <input type="checkbox"/> Association <input checked="" type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Division <input type="checkbox"/> Government <input 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: WA    Registration Number: 601-234-567	
<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) PO BOX 754321 City, State, and Zip CHICAGO, IL 60601	
<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 XYZ PROJECT SERVICES INC	
<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		