



2022-23 Home Visitor Stipend

Instructions for Completing and Uploading W-9 Form into the Workforce Registry

The W-9 must be uploaded into the Workforce Registry to be accepted. Emailed W-9's will not be accepted. The W-9 must be filled out correctly with only these fields:

Line 1: Name (as shown on your income tax return). Name is required on this line

Line 3: Individual/sole proprietor or single-member LLC box checked

Line 5: Address (number, street, and apartment or suite number)

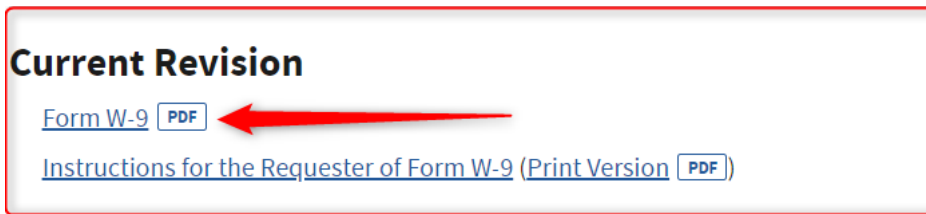
Line 6: City, state, and ZIP code

Part I: Social Security Number (**Employer identification number will not be accepted**)

Part II: Signature of U.S. person and Date (**The signature must be a handwritten signature – electronic signatures will not be accepted**)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="text"/> Note. 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) ▶ <input type="text"/>			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <input type="text"/> Exemption from FATCA reporting code (if any) <input type="text"/> <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
	6 City, state, and ZIP code			
	7 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 <i>How to get a TIN</i> 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.			
		Social security number <input type="text"/> - <input type="text"/> - <input type="text"/> or Employer identification number <input type="text"/> - <input type="text"/>		
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.				
Sign Here	Signature of U.S. person ▶ <input type="text"/>		Date ▶ <input type="text"/>	

1. W-9 Forms can be downloaded from the IRS Website at:
<https://www.irs.gov/forms-pubs/about-form-w-9>
2. Click on Current Revision Form W-9 to open the W-9 form.



3. Fill out the form with **only the required fields** listed previously.
4. Print and sign your W-9 with a handwritten signature.
5. You can take a photo or scan the form using a Printer/Scanner (refer to your device instructions for more information). Please make sure the entire page is visible and the form is readable.
Here is a document from the Workforce Registry for instructions on how to take a photo:

[How to Take a Photo of a Document and Upload](#)

If you are using your smartphone to take a photo, you can log in to the Workforce Registry website on your smartphone to upload the photo of your W-9.

6. Once you have saved your completed W-9 to your device, you can upload to the Workforce Registry (up to 5 MB in size that are file formats: Word, jpg, pdf).

Watch this video from the Workforce Registry for instructions on how to upload documents:

[Upload Documents](#)

Step 1: Login to the Workforce Registry website using your email and password.

ALREADY HAVE A PROFILE?
LOG IN HERE:

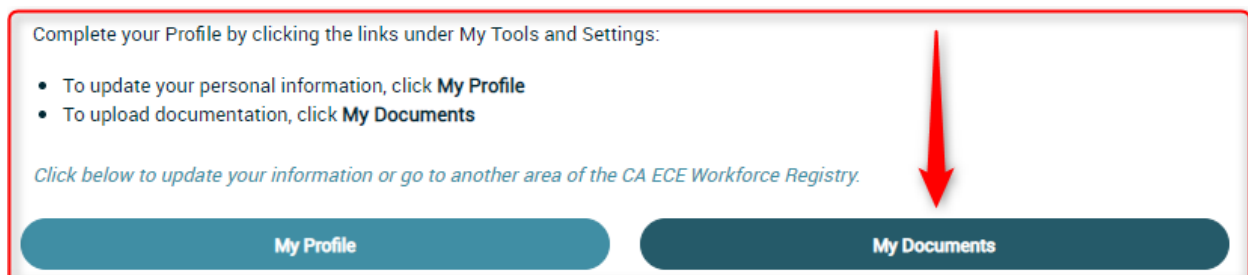
Email Address:

Password:

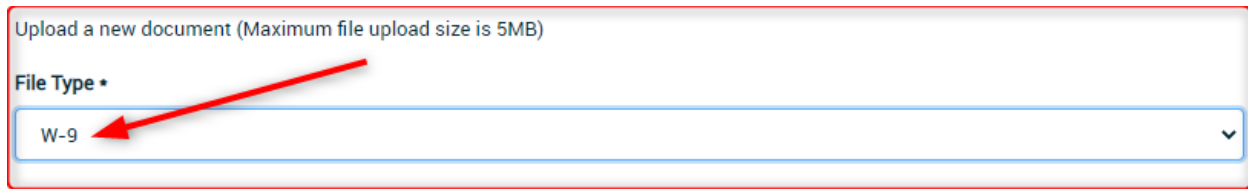
LOG IN

Forgot password? [Click here.](#)

Step 2: Click on My Documents. You can also get to My Documents when you Return Home.



Step 3: Click on File type and select W-9.



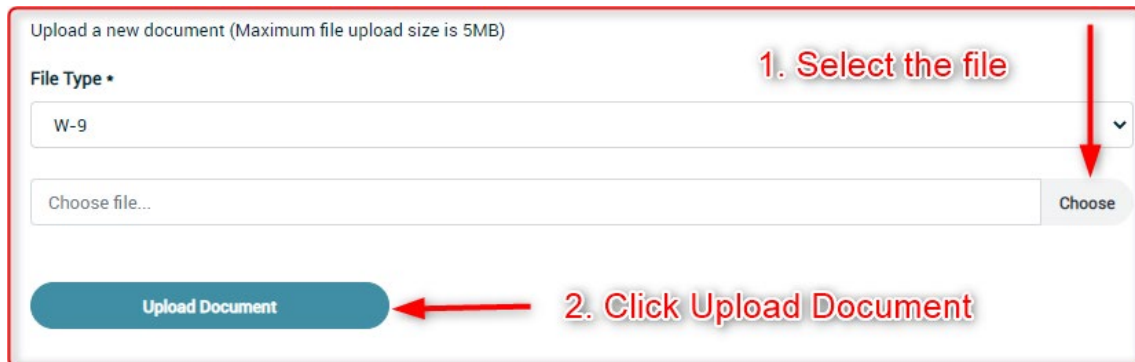
Upload a new document (Maximum file upload size is 5MB)

File Type •

W-9

This screenshot shows a web form for uploading a document. At the top, it says "Upload a new document (Maximum file upload size is 5MB)". Below this is a dropdown menu labeled "File Type •". The dropdown is open, and "W-9" is selected. A red arrow points to the "W-9" option.

Step 4: Choose the completed W9 form from your device and then click on Upload Document.



Upload a new document (Maximum file upload size is 5MB)

File Type •

W-9

Choose file... Choose

Upload Document

1. Select the file

2. Click Upload Document

This screenshot shows the same web form as before, but now with a "Choose file..." button and a "Choose" button next to it. A red arrow points to the "Choose" button, labeled "1. Select the file". Below this is a blue "Upload Document" button. A red arrow points to the "Upload Document" button, labeled "2. Click Upload Document".

A Home Visitor Stipend Team member will review your submitted W-9, and mark as completed if it is correct, or send an email informing you to resubmit your W-9 if the W-9 was not completed correctly. Please allow up to 4 weeks after date of submission.

If you move or change your name after submitting your W-9 Form, please inform us via email: hvsupport@sdcoe.net and upload a new W-9 Form into the Workforce Registry