

# W-9 Tax Information Form

Substitute IRS Form W-9 — Request for Taxpayer Identification Number and Certification, collected by NEPA-PRO LLC for IRS Form 1099-NEC reporting.

**Purpose of this document: Collects the federal taxpayer identification information NEPA-PRO LLC needs to issue an annual IRS Form 1099-NEC. This document does not address the legal relationship between the parties (NPSA-001), banking instructions for payment (NPSA-004), or any other onboarding matter.**

## Section 1 — Identification

Full legal name (as shown on tax return): \_\_\_\_\_

Business / "doing-business-as" name (if different): \_\_\_\_\_

Mailing address (street, city, state, ZIP): \_\_\_\_\_

## Section 2 — Federal Tax Classification

Mark exactly one box.

- Individual / Sole proprietor / Single-member LLC (disregarded entity)
- C Corporation
- S Corporation
- Partnership
- Limited Liability Company (multi-member) — Tax classification: \_\_\_\_ (C / S / P)
- Other: \_\_\_\_\_

Exempt payee code (if any): \_\_\_\_\_ FATCA exemption code (if any): \_\_\_\_\_  
Most independent trade subcontractors will leave both blank. Refer to the IRS Instructions for Form W-9 if uncertain.

### Section 3 — Taxpayer Identification Number (TIN)

Enter ONE — either your Social Security Number (SSN) for individuals/sole proprietors, or your Employer Identification Number (EIN) for entities. Do not enter both.

Social Security Number (SSN): \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_ — \_\_\_\_\_

### Section 4 — 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 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 (as defined by the IRS); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Backup withholding notice. If you have been notified by the IRS that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return, you must cross out item 2 above before signing.**

**Return instructions. Once signed and dated, return this document by email to [service@nepa-pro.com](mailto:service@nepa-pro.com) with the subject line including your full legal name and the document code shown in the header. Mailed copies may be sent to: NEPA-PRO LLC, 14012 Orchard Drive, Clarks Summit, PA 18411. Documents must be received and countersigned by NEPA-PRO LLC before any subcontractor onboarding is finalized.**

#### SUBCONTRACTOR (U.S. PERSON)

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_