



Dakota County Finance

1590 Highway 55 Hastings, MN 55033 (651) 438-4585

Fax (651) 438-4603

SUBSTITUTE FORM W9

OFFICE USE ONLY

DATE: / / NAME: DOING BUSINESS AS: PHONE: FAX: EMAIL:

PLEASE FILL OUT THIS FORM COMPLETELY

WHY DO YOU HAVE TO FILL THIS OUT? Your payments from Dakota County may be tax reportable.

SUBJECT: Request for Taxpayer Identification Number (TIN) and Certification.

The purpose of this form is to obtain or confirm your correct taxpayer name and identification number. Federal and state tax regulations require that we have this information on file from recipients of certain payments in order to report such payments to the Internal Revenue Service on the Form 1099 return.

PLEASE SEE ATTACHED MEMORANDUM FOR DETAILS.

(Check One) INDIVIDUAL: Use SSN SOLE PROPRIETOR: Use SSN or FEIN CORPORATION that does NOT provide medical services or Billing/collection for medical services or legal services LEGAL PARTNERSHIP: Use FEIN CORPORATION that DOES provide LEGAL service LLC OR LEP OR TRUST/ESTATE CORPORATION that DOES provide MEDICAL service NOT-FOR-PROFIT or TAX EXEMPT-SUPPLY ST-3

SOCIAL SECURITY NUMBER (SSN)9 DIGITS OR FEDERAL EMPLOYER IDENTIFICATION (FEIN)9 DIGITS 2. Print the full name and address belonging to the social security number or employer identification number written above NAME belonging to number (PLEASE PRINT) STREET ADDRESS (PLEASE PRINT)

3. 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 issues), 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 failute to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. 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 of underreporting interest or diviends on your tax return. For real estate transactions, item 2 does not apply. For mortgage (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Signature: Phone No. Date: (Signature and title of person to call if any questions)

PRIVACY ACT NOTICE - Internal Revenue code Section 6109 requires you to furnish your correct taxpayer identification number to payers who must file information returns with IRS. IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. Payers must generally withhold 31% of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer.

**MEMORANDUM**



Dakota County Finance ♦ 1590 Hwy. 55, Hastings, MN 55033  
651.438.4585 ♦ Fax 651.438.4603 ♦ [peid@co.dakota.mn.us](mailto:peid@co.dakota.mn.us)

**ATTENTION: BUSINESS OWNER, ACCOUNTING DEPT, OR PROVIDER:**

In order to BEGIN or CONTINUE our business relationship,

**ALL VENDORS/PROVIDERS of Dakota County MN  
MUST COMPLETE and submit the sub form W9 FORM, OR the I.R.S. form W9,  
upon request.\*\***

You may fax OR email the form.

***Please do not send this form by U.S. Mail if possible.***

*If mailed, Dakota County is not responsible for non-receipt.*

*Future CONTRACTS/PURCHASE ORDERS/INVOICE payments may not be processed  
Or may be severely delayed until W9 form is received and validated.*

Dakota County MN appreciates your cooperation and compliance.

Thank you!

**P.E.I.D .UNIT Database Administrator**

**1590 Hwy 55**

**Hastings MN 55033**

**Direct: 651.438.8324**

**Fax: 651.438.4603**

**[peid@co.dakota.mn.us](mailto:peid@co.dakota.mn.us)**

**\*\* Failure to furnish a taxpayer identification number when requested subjects your organization  
to a penalty of \$50.00 and 28% withholding.**