

Instructions: Colorado W-9 Form

The purpose of the W-9 form is to document the SS# or FEIN# per the IRS. OPS also requests that the landlord obtain IRS LTR 147C, a tax transcript or other IRS documentation and submit it with the W-9 form to ensure that the information matches IRS records.

The W-9 form includes detailed instructions from the IRS. The following is a summary of those instructions, and a sample W-9 form is on the next page.

- The landlord name as shown on their income tax return (either an individual or business) should be placed on the Name line. If the landlord has a second business name, such as a "doing business as" name, this name should be placed on the second line.
- Check boxes: check the appropriate box corresponding to the landlord's federal tax classification.
 - o If the landlord is a Limited Liability Company (LLC) and this box is checked, the tax classification as a C-Corporation, S-Corporation or P-Partnership must also be selected at the end of this line.
 - A single-member LLC should check the first box (Individual/Sole Proprietor or single member LLC).
 - A single member LLC that is disregarded should bypass the first check box and check the appropriate tax classification of the first owner that is not disregarded (see the fine print below this line and the detailed instructions for more information).
 - o If you are unsure of which box to check, please contact your tax accountant. The information you provide is required for reporting to the IRS and could affect your tax return if not properly identified.
- The landlord's mailing address should be placed in the Address and City, State and ZIP code lines.
- If the landlord desires the payment be sent to an address other than his/her mailing address, this remit address should be placed in the Address and City, State and ZIP code lines.
- The landlord's mailing address should then be placed in the Purchase Order address box. If the alternate address is an entity with a name that is different from the name listed on the first line, this entity name should precede the address (e.g., "ABC Consulting, 140 Welton St., Ste. 500" would be placed on the Address line).
- Provide a contact name and email address in the boxes indicated.
- Enter the SS# or FEIN# for the landlord per the IRS.
- The landlord should sign and date the W-9 form. The date on the form can be no more than 6
 months old at the time you submit it to Division of Housing to ensure that the information is
 current.





Form (Rev. May 2019) State of Colorado Substitute

The Landlord name as shown on their income tax return (either an individual or business) should be placed on the Name line. If the landlord has a second business name, such as a "doing business as" name, this name should be placed on the second line.

r Taxpayer er and Certification

tructions and the latest information.

Give Form to the requester or State Department. Do not send to the IRS.

	1 Name a shown o	a "doing business as" name should be place	name, uns	ot leave this line blank.								
Print or type. See Specific Instructions on page 3.	2 Business name/dis	second line.										
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC							Exempt payee code (if any)				
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=r arthoropin) ▶											
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not cleck Exemption from FATCA reporting LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unique another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwis is disregarded from the owner should check the appropriate box for the tax classification of the control											
ë	box corresponding to the landout s											
Spe	Other (see instructions) Govern 5 Remittance address (number, street, and apt/suite or PO Box). See instructions. Govern federal tax classification.											
See												
	6 City, state, and ZIP	code										
	7 Contact name and	email										
Par		er Identification Number	<u> </u>									
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						curity number						
resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>							-					
ennne TIN, la		r identification number (Eliv). If y	ou do not have a num	iber, see now to get a	or		ш			-		
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Employer							r identification number					
Number To Give the Requester for guidelines on whose number to enter.												
Par												
	penalties of perjury,			Enter the SS# o	r							
i. The number shown on this form is my correct taxpayer identification number					sued to me); and notified by the Internal Revenue							
Ser	because: (a) I am exempt from backa						r (c) the IRS has notified me that I am					
3. I an	n a U.S. citizen or oth	her U.S. person (defined below);	and	must match the								
4. The	FATCA code(s) ente	ered on this form (if any) indicati	ng that I am exempt f									
Certif	ication instructions.	You must cross out item 2 above	if you have been notifi	according to the	ntly su	biect to bac	kup wit	nholdi	na bec	cause		

other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

The landlord should sign and

months old at the time you

date the W-9 form. The date on

the form can be no more than 6

submit it to DOH to ensure that

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal noted.

Future developments. For the latest related to Form W-9 and its instruction after they were published, go to www.

Purpose of Form

An individual or entity (Form W-9 requestion formation is current. Information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

you have failed to report all interest and dividends on your tax return. For real estate

acquisition or abandonment of secured property, cancellation of debt, contributions IRS.

• Form 1099-INT (interest earned or paid)

 Form 1099-DIV (dividends, including those from stocks or mutual funds)

1099-MISC (various types of income, prizes, awards, or gross ds)

oply. For mortgage interest paid,

gement (IRA), and generally, payments

1099-B (stock or mutual fund sales and certain other tions by brokers)

1099-S (proceeds from real estate transactions)

1099-K (merchant card and third party network transactions) 1098 (home mortgage interest), 1098-E (student loan interest),

1098-1 (tuition)

- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form **W-9** (Rev. 5-2019)

Cat. No. 10231X

AGENCY NAME