



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.
 - 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).
 - 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.



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

Do not leave this line blank.

Print or type.
See Specific Instructions on page 3.

<p>1 Name (as shown on Form 1099-NEC) do not leave this line blank.</p>	
<p>2 Business name/description a "doing business as" name, this name should be placed on the second line.</p>	
<p>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.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner is an individual who is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, if the owner is a partnership, trust, or estate, the owner should check the appropriate box for the tax classification of the owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ <input type="checkbox"/> Government </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting _____</p>
<p>5 Remittance address (number, street, and apt/suite or PO Box). See instructions.</p>	
<p>6 City, state, and ZIP code</p>	
<p>7 Contact name and email</p>	

Social security number

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or

Employer identification number

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Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are not required to file a return, or if 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 to a qualified pension, profit-sharing, or annuity plan, or 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.

Date ►

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.

Cat. No. 10231X

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

AGENCY NAME: