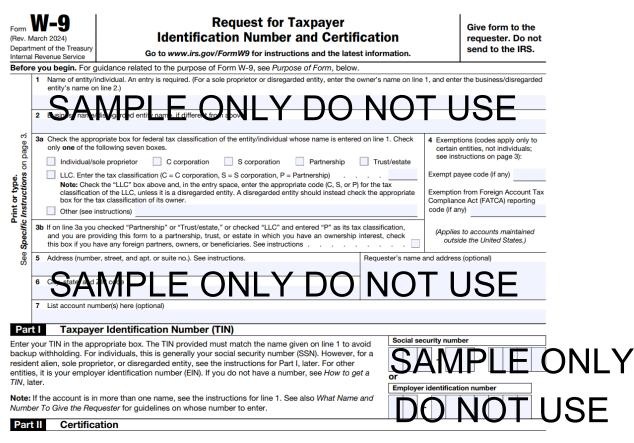
## Virginia Early Childhood Foundation (VECF) RECOGNIZEB5 Form W-9 Completion Support



## The form pictured above is a <u>SAMPLE</u>. Please download and complete the full IRS W-9 Form for submission. <u>OVERVIEW</u>

What is the Purpose of an IRS W-9 Form? Form W-9—Request for Taxpayer Identification Number and Certification—is a commonly used IRS form. True to its name, individuals and entities use the form to provide their taxpayer identification number to entities that will pay them income during the tax year. Please review the form and instructions carefully; form errors *may* delay payment processing.

## THERE ARE 3 SECTIONS TO COMPLETE BEFORE RETURNING THE FORM TO VECF

First Section - Boxes 1 through 7:

Most **EDUCATORS** will complete this form as an individual and not as a business. As an individual, you will complete boxes 1, 3, 5, and 6. **Boxes 2 and** 7 are not necessary.

Box 1 – Enter your full legal name

Box 3a - Check the box for "Individual/sole proprietor or single-member LLC"

Box 5 – Enter your street address including apartment/suite/floor number, if appropriate

Box 6 - Enter your city, state, and zip code for your address

<u>NOTE</u>, if you are completing the Opt-in& W9 Process through VECF's <u>secured online platform</u>, ALL ADDRESS INFORMATION will need to be input into SEPARATE text boxes as provided in that platform.

Second Section – Part I Taxpayer Identification Number (TIN):

As an individual, please complete the **Social Security Number** boxes.

The Employer Identification Number will remain BLANK unless YOU are a business.

Third Section – Part II Certification:

This part is not shown in the above picture to save space but only requires your signature and the date you are completing the form.

If you <u>ARE NOT</u> completing the Opt-In & W9 Process through VECF's <u>secured online platform</u>, MAIL a completed SIGNED and DATED Form W-9 to VECF to: 1703 North Parham Rd, Suite 110 Richmond, VA 23229.

Coversheet and instructions for mailing in a signed W9

MAILED FORMS <u>MUST</u> INCLUDE <u>IN THE MAILING ENVELOPE</u> THE <u>COVER SHEET</u> OR A <u>SEPARATE SHEET OF PAPER</u> THAT IDENTIFIES THE <u>SITE</u> <u>NAME & ADDRESS</u> WHERE YOU ARE EMPLOYED AND PARTICIPATING IN VQB5.

## Virginia Early Childhood Foundation (VECF) RECOGNIZEB5 Form W-9 Completion Support

- 1. Print a copy of the IRS Form W9 found at <u>https://www.irs.gov/pub/irs-pdf/fw9.pdf</u>.
- 2. Complete, **sign and date** the form.
- 3. Print and complete this coversheet and include in the envelope addressed to VECF:

VECF - RecognizeB5 1703 North Parham Rd, Suite 110 Richmond, VA 23229

Teacher(s) Name(s)	
VQB5 Childcare Site	
Name	
VQB5 Childcare Site Address	