



W-9 Guia

Septiembre 1, 2021

¿Qué es un formulario W-9?

Un formulario W-9 es un formulario oficial, usado por el Servicio de Impuestos Internos (IRS) para empleadores o individuos y es usado para verificar el nombre, dirección y número de identificación fiscal o número de seguro social. Esta información se utiliza para generar un formulario de impuestos de 1099 para reportar ingresos no laborales, el cual es requerido para la presentación de impuestos por el IRS.

La División de Aprendizaje Temprano (ELD) usará la información proporcionada en su formulario W-9 para emitir un acuerdo de subvención a usted y establecer su cuidado infantil como un proveedor que recibe pagos en nuestro sistema. Su información en la W-9 enviada a ELD debe coincidir con la información en los registros del IRS. La información incorrecta en su W 9 retrasará su acuerdo de subvención en nuestro sistema de pago.

¿Qué pasa si necesito ayuda adicional para completar el formulario W-9?.

Consulte las instrucciones del IRS en el siguiente enlace <https://www.irs.gov/pub/irs-pdf/fw9.pdf#page=3> o por medio de un video tutorial <https://www.irsvideos.gov/Individual/Resources/HowToCompleteFormW-9>, Si usted tiene preguntas adicionales.

¿Cómo puedo completar las líneas 1 y 2 en el formulario W-9?

Usted debe usar el nombre que usa para propósitos de impuestos. La información del nombre en la Línea 1 debe coincidir con la información del Seguro Social o del Número de Identificación del Empleador que se encuentra en el archivo con el IRS. Línea 2 la información está destinada a empresas que utilizan otro nombre que no sea su empresa para identificar los servicios que ofrecen.

Si usted ingresó un nombre comercial en su W-9, la ley requiere que las personas que tienen negocios en Oregon bajo un nombre comercial se registren con la División de Corporación en la Secretaria del Estado de Oregon (SOS). Para obtener más información sobre el registro comercial, visite <https://sos.oregon.gov/business/Pages/faq.aspx> o comuníquese con SOS al 503.986.2200 enviando un correo electrónico a: corporation.division@oregon.gov.

¿Debo incluir mi número de Seguro Social o número de Identificación de Empleador en la PARTE I: Número de Identificación del Contribuyente (TIN)?

Usted debe usar el mismo número que usa para propósitos de impuestos. La información de TIN debe coincidir con el nombre o la información de su negocio que se registro en el archivo del IRS.

¿Qué pasará si no presento un formulario W-9?

ELD no podra distribuirle fondos de subvención sin un formulario W-9 registrado en el archivo.

¿Cómo envío un formulario W-9?

Tras la aprobación de su solicitud presentada, usted recibirá un correo electrónico como notificación por parte de ELD, que incluirá [el enlace para la W-9](#). Este enlace lo llevará a DocuSign para completar el formulario W-9 en una plataforma segura. Siga las siguientes instrucciones sobre cómo completar el formulacion W-9 en DocuSign.

Continue...

Paso 1: Seleccione el [Enlace W-9](#) Para iniciar DocuSign. Haga clic en el botón “NEXT” siguiente, para desplazarse paso a paso y registrar la informacion necesaria. Entonces podra pasar a la página siguiente. Como se muestra abajo en el circulo rojo.

DocuSign Envelope ID: 385E0F02-D0AE-45AB-8129-67DD2FFF20DA

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Required (Required when on your income tax return). Name is required on this line; do not leave this line blank.

Line 1 **Line 2**

2 Business name/disregarded entity name, if different from above

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.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____

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 of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN) Click dot next to SSN or EIN and then enter the number

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 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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

Or

Employer identification number

____ - ____ - ____

Paso 2: Haga clic en "Firmar" e ingrese su nombre en el cuadro del diálogo para crear su firma electrónica. Como se muestra abajo en el círculo rojo con la flecha roja.

Part II 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 (IRS) 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 (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments 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.

Sign Here Signature of U.S. person **Sign** Date 5/22/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an 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:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (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.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Continue...

Paso 3: Haga clic en "Finalizar" para enviar su W-9 a ELD. Tal como se muestra abajo en el círculo rojo.

Done! Select Finish to send the completed document.

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Sign Here Signature of U.S. person Estela T. Prunier Date 5/22/2020

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¿Puedo enviar mi W-9 por correo electrónico?

No. No se pueden aceptar formularios W-9 por correo electrónico. DocuSign proporciona una plataforma segura para que usted envíe el formulario W-9.

¿Con quién debo ponerme en contacto si necesito actualizar la información en mi W-9 existente?

Si se ha producido un cambio de nombre, dirección, número de seguro social, cambio en el nombre del negocio, o el número de identificación del empleador (EIN), es posible que tenga que presentar un nuevo formulario W-9.

Pot favor, póngase en contacto con el Equipo de Subvenciones Especiales, enviando un correo electrónico a: ECCgrants@state.or.us o llame al 971-707-2029 (de lunes a viernes de 8am a 5pm horas).