



Date

Vendor name

Vendor Address

Vendor City, State and Zip

RE: W9 – Request for Taxpayer Identification
Number and Certification

Dear Vendor:

“Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HAS. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.”

As our new vendor, WCCA requests that you provide us with a completed W-9, Request for Taxpayer Identification Number and Certification (see attachment) in order for us to file an information return with the IRS.

The completed W9 form must be submitted prior to payment for services rendered or delivered to the attention of Lilian Rumbaugh to:

Washington Convention Center Authority
Office of the Controller
801 Mount Vernon Place, NW
Washington, DC 20002

Should you have any questions, please call me at 202-249-3125 or Cecilia Arellano at 202-249-3017 or Lynette Rodriguez at 202-249-3097.

Sincerely,

Lilian M. Rumbaugh

Attachments

cc: A/P files