



## W-9 TaxPayer Identification Number Verification

### Instructions for Child Care Providers/ Centers

In order for the State of Wisconsin to comply with the Internal Revenue Service regulations, all child care providers/centers who receive Wisconsin Shares Subsidy payments must submit a W-9 form when applying for child care license or certification or when their Tax ID or name changes. The W9 form collects important information such as the Legal Name associated with the Taxpayer Identification Number (TIN), business status (Individual, Partnership, LLC, etc), etc. It is imperative that the information given on this form is current and accurate.

#### PROVIDERS/ CENTERS USING A SOCIAL SECURITY NUMBER (SSN):



**Trade Name:** Use your Facility Name or other name that you want to use for your child care business. If you don't have a name for your business, please leave the Trade Name field blank.

State of Wisconsin  
Department of Administration  
DCA-6446 (10/02/2005)  
Substitute **W-9**

Division of Executive Budget and Finance  
State Controller's Office  
**DO NOT send to IRS**

### Taxpayer Identification Number (TIN) Verification

Print or Type  
Please see attachment or reverse for complete instructions.  
This form can be made available in alternative formats to qualified individuals upon request.

**Legal Name** (as entered with IRS)  
If Sole Proprietorship or LLC Single Owner, enter your Last, First, MI  
Doe, John

**Trade Name**  
Enter Business Name if different from above.  
ABC Child Care

**Remit Address** (where check should be mailed)  
PO Box or number and street, City, State, ZIP + 4

**Order Address** (where order should be mailed; complete only if different from remit)  
PO Box or number and street, City, State, ZIP + 4

**1099 Address** (for return of 1099 form; complete only if different from remit)  
PO Box or number and street, City, State, ZIP + 4  
123 Main St.  
Anytown, WI 55555

**Entity Designation** (check only one) Required

- Individual/Sole Proprietor/LLC Single Owner
- Corporation (includes service corporations)
- Limited Liability Company - Partnership
- Limited Liability Company - Corporation
- Government Entity
- Hospital/Exempt from Tax or Government Owned
- Long Term Care Facility Exempt from Tax or Government Owned
- All Other Entities

**Taxpayer Identification Number (TIN)**  
If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you show the SSN.

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Check Only One Required (see instructions)

- Social Security Number (SSN)
- Employer Identification Number (EIN)
- Individual Taxpayer Identification Number for U.S. Resident Aliens (ITIN)

**LEGAL NAME:** You must enter the legal name that corresponds to your SSN. Enter your full name as shown on your Social Security card or your income tax return. If you have changed your last name due to marriage, divorce, etc, you MUST notify the Social Security Administration (SSA) about the change. Few weeks after you have notified the SSA about your name change, a new Social Security card will be mailed to you. If you have changed your name and have NOT notified the SSA, enter your First Name and your **old and new** Last Names.

OVER →

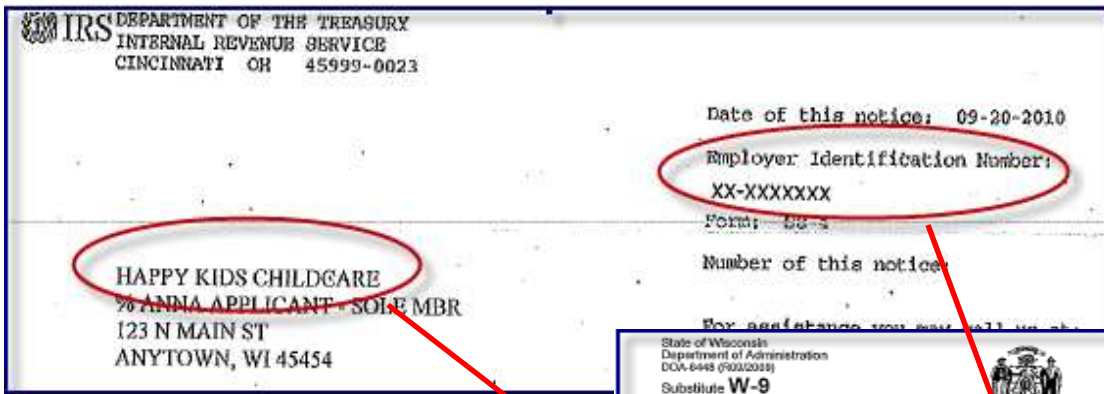


Instructions for Child Care Providers/ Centers

PROVIDERS USING AN EMPLOYER IDENTIFICATION NUMBER (EIN):

Providers who employ staff or are Corporations MUST use a Employment Identification Number (EIN).

LEGAL NAME: A provider/center using an Employer Identification Number (EIN) MUST enter the name used when the EIN application was submitted to the IRS. This should be the name listed first in the IRS notice (see print below). If you are using an EIN, you must also notify the IRS of your name change.



W-9 Taxpayer Identification Number (TIN) Verification form with handwritten entries for 'Happy Kids Child Care' and EIN 'XX-XXXXXXX'.

Trade Name: Use your Facility Name or other name that you want to use for your child care business (does not need to be associated with your Tax ID) .