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You must provide an acceptable TIN as requested on this form. The following are acceptable TINs: social security number (SSN); individual taxpayer identification number (ITIN); federal employer identification number (FEIN); California corporation number (CA Corp no.); or California Secretary of State (CA SOS) file number.

**Private Mail Box (PMB)** – Include the PMB in the address field. Write “PMB” first, then the box number. Example: 111 Main Street PMB 123.

**Foreign Address** – Enter the information in the following order: City, Country, Province/Region, and Postal Code. Follow the country’s practice for entering the postal code. Do not abbreviate the country’s name.

#### **Withholding Agent Instructions**

**Do not** send this form to the Franchise Tax Board (FTB). The withholding agent retains this form for a minimum of four years and must provide it to the FTB upon request. This form may be completed for each distribution of prior year’s income or it may be completed by the S corporation shareholder, partnership partner, or LLC member annually.

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#### **Additional Information**

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For additional information or to speak to a representative regarding this form, call the Withholding Services and Compliance telephone service at:

Telephone: **888.792.4900**  
916.845.4900  
Fax: 916.845.9512

OR write to:

WITHHOLDING SERVICES AND  
COMPLIANCE MS F182  
FRANCHISE TAX BOARD  
PO BOX 942867  
SACRAMENTO CA 94267-0651

You can download, view, and print California tax forms and publications at **ftb.ca.gov**.

OR to get forms by mail write to:

TAX FORMS REQUEST UNIT  
FRANCHISE TAX BOARD  
PO BOX 307  
RANCHO CORDOVA CA 95741-0307

For all other questions unrelated to withholding or to access the TTY/TDD numbers, see the information below.

#### **Internet and Telephone Assistance**

Website: **ftb.ca.gov**  
Telephone: 800.852.5711 from within the  
United States  
916.845.6500 from outside the  
United States  
TTY/TDD: 800.822.6268 for persons with  
hearing or speech impairments

#### **Asistencia Por Internet y Teléfono**

Sitio web: **ftb.ca.gov**  
Teléfono: 800.852.5711 dentro de los  
Estados Unidos  
916.845.6500 fuera de los  
Estados Unidos  
TTY/TDD: 800.822.6268 para personas con  
discapacidades auditivas o del  
habla