



2657 44th Ave. • Columbus, NE 68601
402.564.5753 • FAX 402.563.1121
www.esu7.org
Larianne Polk, Administrator

RE: Form W-9

To Whom It May Concern:

In order to comply with Internal Revenue Service regulations and update our records, we are requesting you complete the enclosed Form W-9, "Request for Taxpayer Identification Number and Certification" and return it to us within the next ten business days.

Federal Law requires that we have on file a Taxpayer Identification Number (TIN) for each entity or we have to begin backup withholding at 28% from your payment. When we have a completed W-9 form on file, we will not need to withhold 28% from your payment. If you are incorporated, please complete the form as such. If your business operates under your personal social security number, please provide that number along with your personal name and your "Doing Business As" name. If your yearly services to the ESU 7 total \$600.00 or more, we will provide you with a 1099 at the end of the year for your tax return.

Please send to:

Educational Service Unit 7
2657 44th Ave.
Columbus, NE 68601
402-564-5753

Or you may:

Fax: 402-563-1121
Scan: lshfcy@esu7.org

Thank you for your consideration in this matter.

Sincerely,

Linda Shefcyk,
Business Manager

