**Agency Instructions:** Questionnaire to be provided by agency to LLC businesses to verify correct IRS filing status and tax identification number used for IRS reporting. Form to be completed by vendor corporate tax office or administrator.

**LLC Business Name:**

**Tax Administrator Information**

**Name:** **Title:**

**Email:** **Phone:**

The information provided indicates your company may possibly be filed with the Internal Revenue Service as a Disregarded Entity and as such has specific requirements for the tax identification number provided for payments receipt. Please have your corporate tax offices answer the following questionnaire to validate you are providing the correct information per IRS requirements:

1. **Is the LLC owned by a different parent entity?**

Yes (CONTINUE)  No (STOP HERE)

1. **If so, does this parent entity report the tax filings on the LLC’s behalf?**

Yes (CONTINUE)  No (STOP HERE)

1. **If a parent entity reports the tax filings on the LLC’s behalf, is the LLC reported to the IRS as a Disregarded Entity or a Wholly Owned Subsidiary?**

Disregarded Entity  Wholly Owned Subsidiary

1. **If the LLC is filed as a disregarded entity, please verify the following:**

|  |  |
| --- | --- |
| Primary Filing Entity Name: |  |
| Parent Entity Tax Identification Number: |  |
| \*Disregarded Entity Name: |  |
| Disregarded Entity Tax Identification Number: |  |

1. **If the primary/parent entity is also an LLC, is the business relationship one of a disregarded entity status or true LLP partnership?**

Disregarded Entity  LLP Partnership

1. **Do we currently or could we in future do businesses with or make payments to multiple entities (parent company, DBAs or Disregarded Entities) filed under the parent entity's tax identification number? \***

Yes  No

1. **Will EFT direct deposit information differ for payments to each entity?**

Yes  No

1. **Is the direct deposit bank account registered to the TIN for the Disregarded Entity or Parent Entity?**

Disregarded Entity TIN  Parent Entity TIN  Other

**\*Please provide a separate W-9 for each dba or disregarded entity reflecting primary filing entity name, tax classification and tax identification number.**