



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?
2. If so, does this parent entity report the tax filings on the LLC's behalf?
3. 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?
4. If the LLC is filed as a disregarded entity, please verify the following:

Table with 2 columns and 4 rows: Primary Filing Entity Name, Parent Entity Tax Identification Number, \*Disregarded Entity Name, Disregarded Entity Tax Identification Number.

- 5. If the primary/parent entity is also an LLC, is the business relationship one of a disregarded entity status or true LLP partnership?
6. 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?
7. Will EFT direct deposit information differ for payments to each entity?
8. Is the direct deposit bank account registered to the TIN for the Disregarded Entity or Parent Entity?

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