

Request for Form W-9

From [YOUR BUSINESS NAME], [ADDRESS], [EMAIL OR PHONE]

To [PAYEE NAME OR BUSINESS NAME], [EMAIL]

Date [DATE]

We expect to pay you for [DESCRIBE THE WORK OR PAYMENT] in [YEAR]. Before the first payment, we need a completed and signed IRS Form W-9 from you.

Why we ask

Form W-9 gives us your correct taxpayer identification number (TIN). We use it to file information returns with the IRS. For 2026 payments, we generally file Form 1099-NEC when we pay you \$2,000 or more for services in the year. If we don't have your TIN, IRS rules can require us to withhold 24% of payments as backup withholding.

What to do

1. Use the current IRS Form W-9 (Rev. March 2024). Get it at irs.gov/FormW9 [OR: USE THE COPY ATTACHED TO THIS LETTER].
2. Fill in line 1 (your name as shown on your tax return), line 2 (business name, if different), line 3a (federal tax classification) and lines 5 and 6 (address).
3. Enter your Social Security number or employer identification number in Part I.
4. Sign and date Part II, Certification.
5. Return it by [DATE].

How we keep it safe

[WHERE YOU STORE W-9S AND WHO CAN SEE THEM]

Questions

[YOUR NAME], [TITLE], [PHONE], [EMAIL]

Thank you,

[YOUR NAME]

[YOUR BUSINESS NAME]

There is nothing to sign on this letter. You sign only Part II of the official IRS Form W-9. Template from Esigit (esigit.com), October 2026. Not tax or legal advice. Checked against the IRS Instructions for the Requester of Form W-9 (Rev. March 2024) and the 2026 Instructions for Forms 1099-MISC and 1099-NEC on October 15, 2026.