

W-9 Form Instructions

This form is required for U.S.-based bookkeeping clients.

How to complete:

1. Enter your legal business name.
2. Enter your business type (LLC, Sole Proprietor, Corp).
3. Enter your mailing address.
4. Enter your SSN or EIN.
5. Sign and date the form.

Download official W-9:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>