



# Substitute W-9 Claims vendor information form

New Request     Change Request    Adjuster name/claim number \_\_\_\_\_

<b>Legal business name (as shown on your tax return)</b>	
<b>Doing business as (DBA)</b>	
<b>Check appropriate box for federal tax classification (required):</b>	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company <input type="checkbox"/> Foreign vendor	
<b>Business type</b>	
<input type="checkbox"/> Attorney <input type="checkbox"/> Other <input type="checkbox"/> Medical <input type="checkbox"/> Exempt	
<b>Legal business name mailing address</b>	<b>DBA mailing address (if different)</b>
<b>City, state, and ZIP code</b>	<b>City, state, and ZIP code</b>
<b>Contact name, phone number, and email</b>	
<b>IRS Taxpayer Identification Number (TIN)</b>	<b>Federal employer identification number</b>
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Legal business name" line to avoid backup withholding. For individuals, this is generally your Social Security number (SSN). For other entities, it is your Federal employer identification number (EIN), provided by the IRS.	<b>OR</b> <b>Social Security number</b>
<b>Certification</b>	
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; 3. I am a U.S. citizen or other U.S. person; and 4. The FATCA Code(s) entered on this form (if any) indicating that I that am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.	
<b>Signature</b>	<b>Date</b>
<b>Enroll to receive your payments electronically?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name on bank account</b>	
<b>Name of financial institution</b>	
<b>Routing/transit number</b>	<b>Bank account number</b>
<b>Email where electronic payment notifications should be sent</b> (Will be mailed if none is provided.)	
<b>I authorize PEMCO Mutual Insurance Company to initiate electronic credit entries to my account as indicated above in full or partial payment of my billings to PEMCO for goods or services.</b> <i>If you choose to email, be advised it is unencrypted and could expose sensitive information.</i>	
<b>Signature</b>	<b>Date</b>

**If submitting electronically:** By typing my name above, I adopt the printed name as my signature. My printed name shall have the same legal effect as if I had affixed my signature to this form in handwriting.

**Return completed form to:** PEMCO Mutual Insurance Company, Attn: Payee Codes, via: email [payee.codes@pemco.com](mailto:payee.codes@pemco.com), fax: 206-676-7160, or USPS to 1300 Dexter Avenue N, Seattle, WA 98109-3571. Message line: 206-628-4595