



325 Eastlake Avenue East
 PO Box 778
 Seattle, WA 98111-0778
 1-800-467-3626

Substitute W-9 Accounts Payable vendor information form

Requester name _____

New Request Change Request

Legal business name	
Doing business as (DBA)	
Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <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	Business type <input type="checkbox"/> Attorney <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/> Exempt payee
Address (number, street, and apt. or suite no.)	
City, state, and ZIP code	
Contact name, phone number, and email	
Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your Social Security number (SSN). For other entities, it is your employer identification number (EIN).	Social Security number Employer identification number
Enroll to receive your payments electronically? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name on account	
Name of financial institution	
Routing/transit number	Bank account number

Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- 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.

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.

**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.
 If you choose to email, be advised it is unencrypted and could expose sensitive information.**

Signature	Date
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Please print to fill out this form and return via fax or mail to protect the privacy of this content.
Return completed form to: PEMCO Mutual Insurance Company, PO Box 778, Seattle, WA 98111-0778,
 fax: 206-628-8718, or email accounts.payable@pemco.com.
 For questions, please call 206-628-7908 or 888-628-8758, ext. 7908.