

# U.S. Supplier Guide on Bank and Tax W-9 Requirements for Onboarding with K-C

## Voided Check and Bank Letter – what do I need to know?

1. The data provided on the Voided Check and/or Bank Letter must be valid.
2. The facility address on the Voided Check and/or Bank Letter must match the address provided on the W9.
3. Provide the following on your **financial institutions letterhead**:
  - a. Your company's name and address
  - b. Bank routing and bank account information; these numbers **MUST** match between the documents provided

## How to correctly fill the W9 form? (The W-9 must be less than 3 years old)

Below is the short instruction that will help you to correctly fill the W9 form:

You can find the latest version of the W9 file here: [Forms and Pubs Index Search | Internal Revenue Service \(irs.gov\)](#)

Put your company name here. Please note that the name on W9 must match the name on provided Voided Check / Bank Letter! If your company has more than one name, you can put it on a W9 form, as long as it matches a Voided Check / Bank Letter

Remember to check the appropriate box in the field 3. Only one of the seven boxes must be filled!

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		
<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. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____		
<input type="checkbox"/> Other (see instructions) ▶ _____		
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Enter your company address in the field 5 and 6. Remember that the address must be the same on all documents.

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	Social security number [ ][ ] - [ ][ ] - [ ][ ][ ][ ] or Employer identification number [ ][ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ]
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Remember to provide Taxpayer Identification Number (TIN) of your company.

**Part II Certification**

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); and
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; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I 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. See the instructions for Part II, later.

W9 document must be signed to be valid! Please add your signature and the current date here

**Sign Here**

Signature of U.S. person ▶



Date ▶

