



Kody Gonzalez
Jackson Township Fiscal Officer

5735 WALES AVENUE N.W., JACKSON TOWNSHIP, OHIO 44646

Office
330-832-5886

Fax
330-830-5548

E-Mail
kgonzalez@jacksontwp.com

BOARD OF TRUSTEES

Township Office
330-832-7416
www.jacksontwp.com

TODD J. HAWKE
330-832-7416
thawke@jacksontwp.com

JOHN E. PIZZINO
330-832-7416
jpizzino@jacksontwp.com

JUSTIN B. HARDESTY
330-832-7416
jhardesty@jacksontwp.com

TWP. ADMINISTRATOR
LAW DIRECTOR

MICHAEL B. VACCARO
330-832-7416
330-832-5936 - FAX
mvaccaro@jacksontwp.com

CHIEF ASSISTANT
FISCAL OFFICER

MICHELLE CALDWELL
330-832-5886
330-830-5548 - FAX
mcaldwell@jacksontwp.com

ASST. FISCAL OFFICER
ACCOUNTS PAYABLE

SHANDI SHAFFER
330-832-5886
330-830-5548 - FAX
sshaffer@jacksontwp.com

ASST. FISCAL OFFICER
PAYROLL

SHARON STONE
330-832-5886
330-830-5548 - FAX
sstone@jacksontwp.com

Jackson Township is pleased that you wish to do business with us. In order to set-up your company as a vendor, there are forms that Jackson Township requires. An IRS W-9 **and** either the Non-Member Acknowledgment Form from Ohio Public Employees Retirement System (OPERS) **or** this letter stating that you are exempt from completing the form. Payments to you will be held until such time the appropriate forms are returned. Completed forms can be sent to apclerk@jacksontwp.com.

BUSINESS ENTITY WITH FIVE (5) OR MORE EMPLOYEES

Please sign below and send this letter back with a completed IRS W-9. No other forms are required

I represent a business entity with **five or more employees** that is a corporation, limited liability company, partnership, or sole proprietorship.

Business Entity Name

Date

Signature

Printed Name

BUSINESS ENTITY WITH LESS THAN FIVE EMPLOYEES

Are you a business entity with **less than five employees**? If yes, in addition to providing an IRS W-9 form, you must also complete a Non-Member Acknowledgment Form.

In accordance with the requirements from OPERS, we are required to obtain an acknowledgment that you understand, as a vendor providing services to Jackson Township and/or its various agencies, you are classified as an independent contractor and that no contributions will be remitted to OPERS for the vendor or individuals employed by the vendor for goods or services provided to Jackson Township. Furthermore, if you are an OPERS benefit recipient, additional paperwork may be required.

Please contact the Jackson Township Fiscal Office at 330-832-5886 ext. 2127 to obtain the appropriate forms.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	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 one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	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)	

Part I Taxpayer Identification Number (TIN)

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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number														
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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.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.