



IMPORTANT W-9 TAX FORM INFORMATION

Dear King County Library System Vendor:

Vendor doing business with King County Library System (KCLS) are required by law to have documentation (IRS Form W-9) with a correct **Taxpayer Identification Number** on file. Your identification number is either your Social Security Number (SSN) OR Employer Tax Identification Number (EIN).

Without the Form W-9 on file, KCLS is required by the IRS to withhold 24% back up from all future payments to you as an individual or to your company.

To avoid this withholding, please complete the enclosed form with your correct name, address, identification number and entity type. Please be sure to sign and date the form.

Email the completed form to accounting@kcls.org or submit through a KCLS project on OpenGov – Procurement.

Hard Copies are accepted by mail to:

King County Library System
Attn: Finance
960 Newport Way NW
Issaquah, WA 98027

-Finance Department, KCLS