

Memorandum

TO: Underground Storage Tank Owner

FROM: Ken W. Harris, Contracting Office, UST Branch

SUBJECT: Request for Tax Identification Number (TIN)

Before you can be reimbursed from the Mississippi Groundwater Protection Trust Fund, the Department must establish a vendor number with the Department of Finance and Administration, Internal Revenue Service regulations require that we show a valid Taxpayer Federal Identification Number and name on all information returns filed with the IRS. There is also a requirement that each vendor provide the payer with a signed Form W-9.

Please complete the enclosed Form W-9 including vendor name, address, and Federal Tax Identification Number (employer identification number or social security number as applicable). The name and number shown should agree with the name and number used on the vendor's Federal income tax return. **Additionally, the individual or company listed on the W-9 must be the same individual or company name in which the underground storage tanks are registered.**

Please complete and return this memo, the business classification form, your W-9 form, and the enclosed trust fund application to Karen Stephens. Return this information as soon as possible. Reimbursement for your engineering expenses cannot be processed until we receive this information.

Please check which one of the following identified you according to IRS regulations:

Individual or Sole Proprietorship

Partnership

Corporation (Non-medical)

Medical Corporation

Governmental Entity

State Employee

Other _____

Tax Exempt Organization
Under IRS Section 501 (a) Rules

Signed: _____

Phone Number _____

Title: _____