



Texas Workforce Commission Vocational Rehabilitation Services TWC Substitute W-9 and Direct Deposit Form Instructions

Box Number	Instruction
1	Legal Name: Legal business name filed with the IRS (as shown on your income tax return). For sole ownership, excluding LLC, enter the name of the owner.
2	DBA: Name you are "Doing Business As" if different from legal business name (business name, disregarded entity name.)
3	Tax Information Mailing Address: Address where IRS tax information is sent. (i.e. W9, 1099, etc.)
4	Payment Address: Remit Address for payments if different from the address in Box 3.
5	Taxpayer Identification Number: Select the appropriate check box for the taxpayer identification number you are entering. Enter only one number.
6	Federal Tax Classification: Select only one that describes the ownership type of business.
7	Profit Status: Select only one that describes the profit status of the business.
8	Corporation Information: The state where corporation status is filed and the file or charter number of corporation in that state.
9	Sole Ownership Info: Name and Social Security Number of sole owner (excluding LLC) if using an Employer Identification Number (EIN).
10	General Partnership Information: Name and Social Security Number or EIN of all partners involved in the general partnership. Please attach additional sheet if needed.
11	Exemption from Backup Withholding: Check this box if the business is exempt from backup withholding. For further information on backup withholding, see the following IRS website: www.irs.gov/pub/irs-pdf/fw9.pdf
12	New Account Information (Setups and Changes): Please check the box that is appropriate for this Direct Deposit request. Enter name of financial institution. Check the appropriate box for type of account. Enter the financial institution's routing transit number (9 digits) from the deposit slip for the financial institution listed. Enter the bank account number.
13	Existing Account Information (Complete only for direct deposit information change): When requesting a change to your existing direct deposit account information, you must complete box 13 with the existing account information for verification purposes. This measure will help the Texas Workforce Commission verify accuracy of the requested change.
14	International Payments Verification: Check "YES" or "NO" to indicate if direct deposit payments to the account information designated in Box 12 of this form will be forwarded to a financial institution outside the United States.
15	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 must provide your correct TIN. THIS BOX MUST BE SIGNED AND DATED. For more information go to IRS website at: http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3