

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	1099 REPORTING	SUB-SECTION 24.20.10
SECTION	FORM W-9	ISSUANCE DATE APRIL 6, 2007
SUB-SECTION NUMBER (TIN)	W-9 AND THE TAXPAYER IDENTIFICATION NUMBER (TIN)	REVISED - 2018

W-9 and the TIN

Every agency who is required to file 1099 information returns must obtain the vendor's correct TIN in the time and the manner necessary to correctly report the income paid to that vendor. A W-9 is a form that requests the vendor's correct name and TIN and identifies the entity type of the vendor. See www.irs.gov/pub/irs-pdf/fw9.pdf.

A W-9 is needed for each vendor to ensure that the vendor record in MAGIC is set up correctly and to avoid IRS penalties for reporting incorrect name/TIN combinations.

An initial solicitation of the vendor's correct TIN should be made by the agency at the time the vendor is set up in the vendor file. A communication informing the vendor that they must provide their correct name/TIN combination and that they are subject to a penalty imposed by the IRS under section 6723 if they fail to furnish the correct name/TIN combination should be made available with instructions for locating Form W-9 on the IRS website.

VERIFICATION

When a W-9 is received from a vendor, the W-9 should be reviewed for accuracy as follows:

- (1) Verify that the name given on the first line is that of an individual if the vendor is a sole proprietorship.
- (2) Verify that the name corresponds with the entity type of the vendor. For example, if the entity type indicated is a corporation, the name should not contain the word "partnership."
- (3) Verify that the TIN given has exactly 9 digits.
- (4) If the TIN given is in the vendor file with a different name, call or correspond with the vendor to verify that they have given the correct name/TIN combination.
- (5) If there is any reason to believe that the vendor has given an incorrect name or TIN, the agency should make every effort to obtain a correct W-9 **before** the vendor is set up in the vendor file.

If a vendor refuses to provide their correct TIN, the agency must follow the IRS instructions for backup withholding as noted in the following sub-section.