

Return to: **Insurance Processing Center**

P.O. Box 1, Des Moines, Iowa 50306-0001

(Home Office Use Only) Acct:

Dept:

## Substitute Form W-9 Request for Taxpayer Identification Number & Certification (2014)

We are required by law to obtain this information when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to 28% Federal income tax backup withholding and you may be subject to a \$50 penalty imposed by the Internal Revenue Service under Section 6723.

**Complete and return this form. Do not use or photocopy an IRS W-9.**

**Please Print**

|  |  |
|--|--|
| Name (as shown on your income tax return)  |  |
| Business name/disregarded entity name, if different from above   |  |
| Check appropriate box for federal tax classification:<br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership) _____<br><input type="checkbox"/> Other (see instructions) _____ | Exemptions (see instructions):<br>Exempt payee code (if any) _____<br>Exemption from FATCA reporting code (if any) _____ |
| Address (number, street, and apt. or suite no.)  | Requester's name and address (optional)  |
| City, State, and ZIP code  |  |
| Policy number(s)   |  |

### Part 1: Taxpayer Identification Number (TIN):

Enter your TIN on the appropriate line. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). For a resident alien who is not eligible to get a SSN, your TIN is your IRS individual taxpayer identification number (ITIN). If you are a sole proprietor and you have an employer identification number (EIN), you may enter either your SSN or your EIN, but the IRS prefers that you use your SSN. If you are a single member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). For other entities, it is your employer identification number (EIN).

Social Security Number:

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Employer Identification Number:

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### Part 2: 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 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 in the instructions.
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. **The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.**

**Signature of U.S. Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please complete the following areas so we may contact you if we have questions regarding the information you provided.**

Person completing this form (Print): \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

**For more information or instructions, please refer to [www.IRS.gov](http://www.IRS.gov) or contact our office at the number on the accompanying letter.**