

W-9 Instructions for Limited Liability Companies

There has been a lot of confusion with the new tax law changes regarding single-member LLC's and with the IRS issuing multiple EIN's.

According to the IRS, here is the proper way to fill out a W-9 Form if you are a single member limited liability company:

Name = Your personal name exactly as it appears on your social security card

Business Name = The name of your limited liability company

Check appropriate box = Check the box for Limited Liability company and then put "D" (for disregarded entity) as the tax classification

Address = The mailing address you want your 1099's sent to

Taxpayer Identification Number = You must list your social security number, neither of the EIN's the IRS issues a single-member LLC can be used for filing income taxes

Here is another thread on this subject that will give further explanation of the purpose of the two EIN's.

Here is the proper way to fill out a W-9 Form if you are a limited liability company classified as a partnership or a corporation under the LLC's name:

Name = The name of the limited liability company

Business Name = leave blank or enter any other d/b/a name you use; for instance, my name is Virtual Business Services of OK, LLC and my d/b/a name is Virtual Business Services

Check Appropriate Box = Check the box for limited liability company and then enter "C" if you are a corporation or "P" if you are a partnership as the tax classification

Address = The mailing address you want your 1099's sent to

Taxpayer Identification Number = Enter your Employer Identification Number (EIN), you should only have been issued one EIN if you are a partnership or corporation