



IMPORTANT INSTRUCTIONS FOR COMPLETING THIS SUBSTITUTE W-9

Please return the last page, the Substitute W-9, to the Provider Tax Certification Unit.

Please be precise in filling out the Substitute W-9. ACS Benefit Services, Inc. utilizes the **IRS TIN Matching System** to validate Tax Name and Tax Identification Number supplied on the W-9.

If you have other providers providing services from your location under your Tax Id, please provide their Names on a separate sheet.

If you have service locations at addresses other than the address listed as the Business Tax Address on the Substitute W-9 and operated under the Tax Identification Number (TIN) listed on the Substitute W-9, please provide those location addresses on a separate sheet.

The next page is an “**IRS Alert for Payees**”. This IRS Alert describes some of the considerations you should take when filling out the Substitute W-9 and some of the common Name / TIN Combination mistakes to avoid.

Your cooperation in completing this important document is appreciated. If you have any questions or concerns please call 336-759-2013 ext 1405.

You may return the W-9 and any additional information in any one of the following three methods:

Mail the form to: ACS Benefit Services, Inc.
Provider Tax Certification Suite 100
8025 North Point Blvd
Winston-Salem, NC 27106

OR

Email the form to: TaxCert@acsbenefitservices.com

OR

FAX the form to: 336-759-2741

Thank you,

ACS Provider Tax Certification Unit.



IRS ALERT FOR PAYEES Notify Payers of Your Correct Name and Identification Number Combination

High Rate of Errors for Medical Service Provider

The Internal Revenue Service ("IRS") says that medical service providers have a higher rate of "mismatches" for name/taxpayer identification number ("Name/TIN") combinations reported on **Form 1099-MISC**. Payers, such as insurance companies, are required by law to report to the IRS a payee's name, TIN, total payments, and any tax withholding for each calendar year on Form 1099-MISC. Form 1099-MISC recipients should review the name and TIN they provide on Form W-9 to organizations ("payers") paying them for services.

You can refer to preprinted labels from the IRS on documents such as income tax returns, payroll deposit coupons or similar filings to verify the name and TIN that the IRS has on file for your entity.

Mistakes May Cause Withholdings From Your Payments

When there is an error in the Name/TIN combination that is reported to the IRS, the IRS will notify the payer; and the payer will attempt to correct the information, as required by law. The payer will send a **Form W-9**, Request for Taxpayer Identification Number and Certification, or similar form, to verify your correct name and TIN. If you fail to respond, or supply the correct information, the payer is required to withhold Federal income tax at the current rate ("backup withholding") from future payments. Backup withholding is not a failure to pay you. It is an advance Federal income tax payment on your behalf. You should report all backup withholding as "Federal income tax withheld" on your federal income tax return.

Help is Available

If you think you may be using an incorrect Name/TIN combination, call the IRS at 1-800-829-3676 to order **Pub. 1635**, Understanding Your TIN, **Form W-9**, **Instructions for the Requester of Form W-9**, or **Circular E**, Employer's Tax Guide (Pub. 15). You may also visit the IRS Web-Site at www.irs.gov to order the above referenced forms and publications or to obtain additional information.

Common Name / TIN Combination Mistakes

You are a sole proprietor using a "doing business as" (DBA) name: The IRS can match your individual name with your SSN or EIN, but cannot match your DBA name or trade name with either your SSN or EIN. **A sole proprietor must always use his/her individual name as the legal name of the business.**

You change your business name and fail to notify the IRS: For example, you change your business name Johnson, McCleary & Reed, P.C. to JMC Medical Group, P.C. but fail to notify the IRS. Disclosing your old EIN with your new name will cause a mismatch with IRS records. **You must notify the IRS of any name changes in writing to the "Entity Section" of the IRS Service Center handling your Federal tax returns.**

You are a corporation, partnership or similar entity abbreviating your business name with initials: For example, your legal name is American Medical Center, Inc., but you are using AMC, Inc. on Form W-9 to payers. **You must use your complete legal name, as recognized by the IRS, when notifying payers of your Name/EIN combination.**

You are an operating unit of a large entity: Using your operating unit's name with the EIN of the entity will cause a mismatch with IRS records. For example, you are Meadowbrook Nursing Home, an operating unit of Healthcare, Inc. **You must use the name Healthcare, Inc., with the correct EIN, to avoid an IRS mismatch.**

You are an employee who performs services for a practice, clinic, or facility: Frequently, medical service providers submit claims seeking payments in the name of the employee who performed the services, to track the source of funds. **If you are an employee of an entity, the entity's name should appear as the payee on the check and on Form 1099-MISC.**

