In order for the State of Wisconsin to comply with the Internal Revenue Service regulations, all child care providers / centers who receive Wisconsin Shares Subsidy payments must submit a W-9 form when applying for child care license or certification or when their Tax ID or name changes. The W-9 form collects important information such as the Legal Name associated with the Taxpayer Identification Number (TIN) and business status (Individual, Partnership, LLC, etc.) It is imperative the information provided on this form is current and accurate.

**PROVIDERS / CENTERS USING A SOCIAL SECURITY NUMBER (SSN):**

- **Line 1 NAME:**
  - You must enter the legal name that corresponds to your SSN. Enter your full name as shown on your Social Security card or your income tax return.
  - If you have changed your last name due to marriage, divorce, etc., you MUST notify the Social Security Administration (SSA) about the change. A few weeks after you have notified the SSA about your name change, a new Social Security card will be mailed to you.
  - If you have changed your name and have NOT yet notified the SSA, enter your First Name and your old and new Last Names.

- **Part I - Taxpayer Identification Number (TIN):**
  - Enter your Social Security Number correctly and legibly in the boxes provided. The TIN provided must match the name given on Line 1.
  - If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter the ITIN in the SSN boxes provided.
  - If you do not have an ITIN, see “How to get a TIN” in the instructions portion of the W9 form.
Providers who employ staff or providers with a tax classification of “Corporation” must submit the W9 form using an Employment Identification Number (EIN). Providers can apply for an EIN by visiting the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business.

**Line 1 NAME:**
- A provider/center using an Employer Identification Number (EIN) MUST enter the name used when the EIN application was submitted to the IRS. This should be the name listed first in the IRS EIN assignment letter/notice.
- If you are using an EIN and have a name change you must notify the IRS of your name change.

**Line 2 Business Name:**
- Enter your business or trade name (facility name) if it is different from the name in Line 1. This name does not need to be associated with your TIN.

**Part I Taxpayer Identification Number (TIN):**
- Enter your Employer Identification Number (EIN) accurately in the boxes provided.
- For more information on how to apply for an EIN see the W9 Form instructions titled “Part I. Taxpayer Identification Number (TIN)” or visit www.irs.gov/Businesses.