

W-9 INFO AND EXAMPLES

Social Security Number

- A SSN is issued to a single person – this person's name will go in Line 1.
- If a SSN is used on the form, the top line (Name field) *must* have one person's name *only* on it.
- Using a SSN: if anyone other than the person to whom the SSN belongs signs the form, then Power of Attorney (or similar) paperwork must be submitted with W-9.

EIN (Employer Identification Number)

- An EIN is issued to an entity – the entity's legal name will go on line 1 of the W-9, DBA name (if that is who we are paying) goes in Line 2.

Trusts

- A trust would be put in the second line (Business Name field) on the W-9.
- If the W-9 has an EIN#, the Personal Representative can sign and does not need POA (Power of Attorney) paperwork.
- If the W-9 only has a SSN#, the person's name who the SSN belongs to, goes in Line 1 and the name of the trust goes in Line 2.

LLC's

LLC's can be under a Social Security number, however, when it is, the W-9 must be submitted as follows:

- Line 1 Name: this is the name of the person who the SSN belongs to.
- Line 2 Business Name: this is the name of the LLC.

Miscellaneous

- Names on the W-9: **do not** use any slashes in name. **Do not** use acronyms such as fka, aka, nka – only use the present legal name as registered with the IRS.
- If Line 2 of the W-9 is filled out, the check will print exactly how line 2 of the W-9 is completed.
- The name used on line 1 of the W-9 (or line 2 if used) is the first name that should be listed on the claim voucher.
- The address used on the W-9 is the address that needs to be on the claim voucher.
- If the check needs to be mailed to a **different** address (for instance, the people plan to be in Florida for 6 months and want the check mailed there), you must type these directions in the Delivery Instructions box of the voucher in LRS.
- If an individual is deceased, an EIN *must* be obtained. You cannot use the SSN of a deceased person.
- If an LLC is not active with the Indiana Secretary of State, the Auditor of State is not concerned. The Auditor of State only checks to see that the EIN is registered with the Federal IRS.

Common Errors:

1. W9 must be current form (currently, we are using W9 dated October 2018)
2. W9 must have **Real Estate** printed across the top.
3. W9 must be legible – if you can't read it, the Auditor will not be able to read it. Cross outs, line outs, and erasures are not allowed.
4. W9 must be signed within past 6 months.
5. Only one name, one number, and one signature per W9 (cannot do husband & wife on one form).
6. Figure out who needs to be paid before filling out a W9.

For example, we are buying property from John Smith. John Smith has a Revocable Trust (The John and Jane Smith Revocable Trust). John Smith also owns a business: John Smith Mowing, LLC.

Do we need to pay John Smith (the person), The John and Jane Smith Revocable Trust (the trust), or John Smith Mowing, LLC (the business)? This is a legal question and will depend on how they hold title to the property. Real Estate Finance cannot answer this question.

If we need to pay John Smith, then we need a W9 with only John Smith in line 1, nothing in line two, and John Smith signs the W9.

If we need to pay The John and Jane Smith Revocable Trust:

Using SSN: John Smith in line 1; The John and Jane Smith Revocable Trust in line 2; only John signs the W9.

Using EIN: The John and Jane Smith Revocable Trust in line 1; nothing in line 2, only John signs the W9.

7. If using an EIN, make sure box 3 is completely filled out.
8. If in doubt, do not guess. Send an e-mail to REFinance@indot.in.gov or to Deena Jenkins at djenkins@indot.in.gov .

New and Exciting Voucher Information 😊

Example:

We buy property from John Smith. John has a 1st mortgage, a 2nd mortgage, and owes back taxes. We will need at least four claim vouchers:

1. John Smith and County Treasurer
2. John Smith and 1st mortgage company
3. John Smith and 2nd mortgage company
4. John Smith

In the past, each of these vouchers would have to be processed one at a time, typically in the order listed above. It takes, on average, between 5-10 days to receive each check. So, if Finance receives the parcel on September 1st, we will receive check #1 roughly September 9th, check #2 roughly September 16th, check # 3 roughly September 23rd, and check #4 roughly September 30th. An entire month before the property owners would typically get their proceeds check.

The Auditor has agreed to add multiple addresses and payees for individuals allowing us to now process all 4 checks at the same time! This should speed things up considerably and help to keep our property owners happy.

However, with this change, it is imperative that **correct addresses for co-payees (usually mortgage companies) be put into the Delivery Instructions box of the voucher in LRS**. This includes Relocation vouchers as well. The address in the Payee box of the voucher in LRS **must match** what was turned in on the W9. **The address for the co-payee (mortgage company, moving company, etc.) needs to be in the Delivery Instructions box.**

One final note – when a property owner asks, “When can I expect payment?” the standard answer has been 90 days after parcel is secured. Please keep in mind, a parcel is not secured until **INDOT Legal approves it** – it is not when the property owner signs the voucher. If correct information is given to the property owners from the beginning, there is less chance of them getting upset.