

Filling out a W-9?

On occasion, you may be called to fill out a W-9 to confirm the tax identification number for your parish. You are allowed to do that, as long as you know what it is (i.e., as long as you can attest to the four items in the certification section – (Part II)). <https://www.irs.gov/pub/irs-pdf/fw9.pdf> A couple of pieces of advice. 1) Make sure you use the correct name that goes with your tax identification number. (E.g., some of them use church, some parish, some the word ‘saint’ is spelled out, others it is not.) If in doubt, contact the Parish Financial Services office. 2) In section 2, you could put down the name your parish/school/food bank are most commonly known as, 3) In section 3, check ‘other’ and write in ‘unincorporated association’ (which is what parishes – and anything under our parishes such as schools, food banks, etc – are). 4) Leave section 4 blank. Note that even though you can do a W-9, parishes/schools/food banks should NOT prepare other forms such as an IRS 990 in any format or option, or state forms such as state business license or UBI number, etc, unless you have spoken with the Parish Financial Services office and/or Will Crowley, Archdiocesan attorney.