

## Class of 2019 Fly-in Program Form W-9 FAQs

### **What is a W-9 form?**

A W-9 form is an IRS form, but not one you send to the IRS. You typically get one from a business that will be paying you, and its purpose is to record your tax identification number (a.k.a. Social Security Number), along with your name and address. This is so the business can later fill out paperwork for the IRS, such as a 1099 form, reporting how much it has paid all employees and non-employees. Providing your social security number is necessary to ensure the IRS can identify you and connect the reported income with the correct person or business.

This is a common accounting practice that is needed to satisfy internal control procedures for nonprofit auditors. All personal information is kept confidential and will not be shared with anybody outside of the organization. Students will not incur any taxable liabilities as long as payments made to the students are under \$600 per calendar year.

### **How do I complete the W-9 form?**

You should complete the W-9 form using your name and information (not your parent/guardian). You may print and complete the form by hand or complete it electronically (instructions can be found [here](#)). All forms be submitted through the survey or sent in via mail (see below for information).

Please be sure to complete the following sections:

1. Top section → complete lines 1, 3 (select the box that indicates “Individual/sole proprietor or single-member LLC”), 5, 6
2. Part I → enter Social Security Number
3. Part II → sign and date

### **What if I do not have a social security number?**

If you have DACA status, are an international student, or identify as undocumented AND do not have an SSN, you do not need to complete the W-9 form.

### **I already submitted a W-9 to CollegePoint. Do I need to submit another one?**

Yes. If you’ve already submitted a W-9 to CollegePoint this year for another program, you may submit the same form or fill it out again (it takes less than 5 minutes!). You can download the form [here](#).

### **I am not employed and/or I have not filed taxes. Do I need to complete the W-9?**

Yes, you should still complete the form. Collecting W-9 forms is a standard accounting practice for any recipient of non-employee compensation. Anyone can fill out a W-9 as long as they have a Social Security number.

### **I am not comfortable submitting my W-9 form through an online survey. Is there an alternative?**

All information is stored securely, however, students who are uncomfortable submitting a W-9 through the survey can mail a hard copy to the address below. If you choose to do this, you must still complete the [survey](#).

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