Society of St Vincent de Paul, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Council/Conference

(or Letterhead)

Dear Landlord,

The Society of St. Vincent de Paul, \_\_\_\_\_\_\_\_\_\_\_\_\_ Council/Conference would like to assist your tenant in the payment of rent.

The Internal Revenue Service requires that all businesses, including charities like SVdP, file a 1099-MISC Form each calendar year to report the payment of rent to any landlord that is not a classified as a corporation or a tax-exempt organization.

Enclosed you will find an IRS **Form W-9 Request for Taxpayer Identification Number and Certification**. This form requests the information needed to determine if the filing of a 1099-MISC Form is required and, if required, to collect the information necessary to prepare the 1099-MISC Form. Please complete, sign and return the attached Form W-9 directly to The Society of St. Vincent de Paul, \_\_\_\_\_\_\_\_\_\_\_\_\_ Council/Conference in the envelope provided.

We understand that some Landlords do not have an Employer Identification Number may be reluctant to provide a Social Security Number. Please know that this information will be kept confidential by the Society of St. Vincent de Paul and only used for the purposes of filing a 1099-MISC Form (if required). None of the information provided on the Form W-9 will be shared with your tenant and the Form W-9 will be kept in a secure location. If you do not have an Employer Identification Number or TIN, page 4 Part I of the instructions included with the enclosed Form W-9 include the steps to obtain one. See “How to get a TIN”. It is a simple process that can be done online or by phone.

Thank you for your cooperation in this matter.

Sincerely,

Society of St. Vincent de Paul, \_\_\_\_\_\_\_\_\_\_\_\_\_ Council/Conference