Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
WhenToWork, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ______

Exemption from FATCA reporting code (if any) ______

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1 Time Clock Drive

Requester's name and address (optional)

6 City, state, and ZIP code
San Angelo, Texas, 76904

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ – __ – ____

or

Employer identification number
2 0 – 4 5 9 5 4 0 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Whitney Seifert Date ▶ 2-22-24

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

WhenToWork.com Payment Information

Billing Department Hours

Monday - Friday
7am - 2pm Pacific Time

Quick Info & Links

Download W9
Pricing Link
Terms of Service
WhenToWork.com

Check Payment by Mail

Please make check payable to:

WhenToWork, LLC
PO Box 201449
Dallas, TX 75320-201449

To ensure uninterrupted access to the account please have the check arrive before expiration date.

Frequently Asked Questions

What happens when we pay?
Paying extends your current account expiration date, so all data is retained and you can continue using the same account with no restrictions.

How much does it cost?
Your subscription pricing is based on the total number of employees entered and duration you choose.
Contact (877) 993-8682 or customersuccess@when2work.com for pricing and duration options.

How is the total number of employees calculated? When an employee is added into the account they are included in the total employees, if you delete an employee they will not be included in the count unless you restore them.

What if we need a higher employee level later?
You can add more employees at any time – if you exceed your paid level you will be prompted to upgrade by paying a prorated amount or moving up your expiration date.

What if our check will not arrive in time?
If the check will not arrive before the account expiration date, please contact customersuccess@when2work.com and send the check number and the date it was mailed and we will be happy to provide access while the check is in transit.

What if we are a seasonal company?
If you email customersuccess@when2work.com with your account number we will be sure your data is saved during your off season. Also if your employee levels vary greatly throughout the year we may be able to provide a special seasonal subscription.

What if we pay monthly and want to cancel?
Auto renewal is an option and can be canceled at any time before the expiration date to stop the next renewal.

Can we get a refund?
No refunds are given for unused portions of paid subscriptions.

Credit Card Payment Online

If you have a login for the account:

Sign in and go to your **Settings> Payments** page.

Follow the steps to print an invoice and Pay Online.

OR

If you DON'T have a login for the account:

Please be sure you know:
- Account or invoice number
- Price to pay based on number of employees and the duration.

Questions? Contact:
customersuccess@when2work.com
(877) 993-8682

Secure payment form:
https://WhenToWork.com/payment.htm

We accept all major credit cards & Amex corporate cards.

Invoices

Scheduling managers with access to account can create an invoice from their **Settings>Payments** page.

Please mail a copy of the invoice with the check.

Purchase Orders

If your organization requires a PO be sure the terms have the check arrive before the account expiration.

We only extend the account when the actual check is received.