

NC Substitute W-9 forms are required. You won't get paid if the form is incomplete.
If you make a mistake, start over on a new form.
If you don't want prize money, write "DECLINE" across the form and turn it in.

GUIDE TO FILLING OUT A NC SUBSTITUTE W-9 FORM

*** All sections marked with a red asterisk are required ***

CONTESTANTS FILLING OUT THE FORM FOR THEMSELVES:

- *1. Check the TOP BOX for Social Security Number (SSN)
- *2. Write your social security number in the blank space
- *4. Write your full legal name the same way it appears on your social security card
- *Address line 1: Write your street number and street name
- *City Write your city *State Write in your state *Zip Code Write in your zip code
- *County Write your COUNTY like "Wake", NOT your country - like USA.
- *8. Contact Name Write your name or your parents name
- *9. Phone Number Write your phone number
- *11. Email Address Write an email address where you can be reached
- *12. Entity Type Check the first box for "Individual"
- *13. Entity Classification Check "Other" at the bottom of the list
write "Contest Winner" in the blank space below it.
- *Printed Name Print your name
- *Printed Title Write "Individual"
- *Authorized US Signature Sign your name
- *Date Write the date you fill out the form

PARENTS FILLING OUT THE FORM FOR A MINOR CHILD:

Fill out the form with your child's information, including social security number.
You can sign the form at the bottom if your child is too young to sign it themselves.

BUSINESS', GROUPS OR FARMS FILLING OUT THE FORM:

Fill out the form with your business information, including your tax ID number.
Fill out the form with the exact information as it appears on your tax documents.

SCHOOLS FILLING OUT THE FORM:

Most county school systems have already filled out NC Substitute W-9 forms available.
You will want to add your schools information in the Remit To section under Contact Information, number 7.
Home schools should fill out the form with the exact information as it appears on their tax documents.

