

Treasurer's Tip – Form W-9

Spring is upon us. It is that time of year when the church is beautifying itself inside and out. There are repairs to be done, lawns to mow, and landscaping to touch up.

If the church hires workers (independent contractors) for any of these types of jobs, make sure to have the workers complete a *Form W-9 – Request for Taxpayer Identification Number and Certification*. This form can be downloaded free from the IRS website, www.irs.com.

If an independent contractor earns \$600 or more during the year from the church, the church must report this income at the end of the year. Form W-9 provides the name, Social Security or Employer Identification Number, and address for the independent contractor. This information is necessary for the completion of Form 1099-MISC which is submitted to report income of \$600 or more.

It is recommended that the church have any quest speakers or singing groups also complete Form W-9 since many times these individuals or groups may receive compensation in excess of \$600.

All Form W-9s should be kept in locked, secured file cabinets since they do contain sensitive, personal information. All measures should be taken to protect individuals' identity records.