



Pierce County

Finance Department

GARY ROBINSON

Director

950 Fawcett Avenue, Suite 100  
Tacoma, Washington 98402  
(253) 798-7285 • FAX (253) 798-6699

January 16, 2019

Dear Vendor:

Pierce County is required by law to file information returns with the IRS and we must have your correct taxpayer identification number (TIN) to report certain payments. If you do not provide us with information, your payments may be subject to 28% Federal Income Tax Backup Withholding. You may also be subject to a \$50 penalty imposed by the IRS under Section 6723.

Please note that if you are filing as an LLC, you must indicate if your filing status is sole proprietor, partnership, or corporation.

We are unable to process payments to you without this information. Please complete the [W-9 form](#) and return it to us as soon as possible. You may fax the form to (253) 798-6699 or mail it to:

Pierce County Finance  
Attn: Accounts Payable  
950 Fawcett Avenue, #100  
Tacoma, WA 98402

Sincerely,

A handwritten signature in blue ink that reads "Gary Robinson".

Gary Robinson  
Director