



Fixing Your W-9 Form for the Workforce Retention Grant Application

Where can I find the name I should use? *Click to see an example.*

IRS Tax Form	Name to Enter on the W-9
Schedule C	Legal name on your Form 1040
Form 1040	Legal name on your Form 1040
Form 1065	Business legal name on your Form 1065
Form 1120	Business legal name on your Form 1120
Form 1120-S	Business legal name on your Form 1120-S

Where can I find the Tax ID Number (TIN) I should use? *Click to see an example.*

IRS Tax Form	Tax ID Number (TIN) to provide on the W-9
Schedule C	Your Social Security Number as shown on Form 1040
Form 1040	Your Social Security Number as shown on Form 1040
Form 1065	EIN as shown on Form 1065
Form 1120	EIN as shown on Form 1120
Form 1120-S	EIN as shown on Form 1120-S

Scenarios:

1. I am a sole proprietorship using an EIN registered to my DBA, can I use the EIN?

Answer: While an EIN can be used to conduct business, the business owner’s personal social security number and full legal name should be used to create the SFS account.

2. I have a multiple owner LLC and I usually provide my personal Social Security number when doing business, is this okay?

Answer: To create an SFS account, you should use the EIN issued to the business/LLC and not your social security number.



Office of Children and Family Services

Schedule C (Form 1040)

SCHEDULE C (Form 1040) Profit or Loss From Business (Sole Proprietorship)

Department of the Treasury Internal Revenue Service (99) **2021** Attachment Sequence No. **09**

Go to www.irs.gov/ScheduleC for instructions and the latest information. Attach to Form 1040, 1040-SR, 1040-NR, or 1041; partnerships must generally file Form 1065.

Name of proprietor: **Paula Provider** Social security number (SSN): **123-45-6789**

A Principal business or profession, including product or service (see instructions): **Daycare**

B Enter code from instructions: **62410**

C Business name. If no separate business name, leave blank: **Lucky Kiddos Child Care**

D Employer ID number (EIN) (see instr.): **123456789**

E Business address (including suite or room no.), city, town or post office, state, and ZIP code: **100 Main St Swithens, NY 10000**

F Accounting method: Accrual (3) Other (specify) ▶

Name to use **TIN to use**

Form 1065

Form 1065 U.S. Return of Partnership Income

Department of the Treasury Internal Revenue Service **2021**

For calendar year 2021, or tax year beginning _____, 2021, ending _____, 2021.

Go to www.irs.gov/Form1065 for instructions and the latest information.

A Principal business activity: **daycare**

B Principal product or service: **daycare**

C Business code number: **62441**

D Employer identification number: **12-3456789**

E Date business started: **08/01/2014**

F Total assets (see instructions): \$

G Check applicable boxes: (1) Initial return (2) Final return (3) Name change (4) Address change (5) Amended return

H Check accounting method: (1) Cash (2) Accrual (3) Other (specify) ▶

I Number of Schedules K-1. Attach one for each person who was a partner at any time during the tax year ▶

J Check if Schedules C and M-3 are attached

K Check if partnership: (1) Aggregated activities for section 469 passive activity purposes (see instructions for more information).

Name to use **TIN to use**

Form 1120-S

Form 1120-S U.S. Income Tax Return for an S Corporation

Department of the Treasury Internal Revenue Service **2020**

Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation. Go to www.irs.gov/Form1120S for instructions and the latest information.

For calendar year 2020 or tax year beginning _____, 2020, ending _____, 2020.

A S election effective date: **10/15/2018**

B Business activity code number (see instructions): **62441**

C Check if Sch. M-3 attached

D Employer identification number: **12-3456789**

E Date incorporated: **08/01/2014**

F Total assets (see instructions): \$

G Is the corporation electing to be an S corporation beginning with this tax year? Yes No If "Yes," attach Form 2553 if not already filed

H Check if: (1) Final return (2) Name change (3) Address change (4) Amended return (5) S election termination or revocation

Name to use **TIN to use**