



Subject: Station Closeout Requests: W-9 Requirements

All station closeout requests require a CURRENT* year W-9 attached to it.

* Station owners must submit a **recently dated** copy of their W-9; it cannot be from the previous year in case a station closes out their station early in a year. Station owners must submit the W-9 exactly the way they report to the IRS. **Only legible, recently dated, and signed copies will be accepted.** Per EPD, the only acceptable electronic form of W-9 (IRS ver. 2018) is a full page, clear and clean scanned copy, and it must be saved as **.pdf**.

If you have an accountant or accounting service that submits to the IRS on your behalf, please seek their advice.

If you are unsure how you report to the IRS, contact the IRS and request a 5071C letter to verify your company name and tax identification number.

The IRS will not accept your W-9 if there are any spelling errors, spelling variations, or numerical errors. It is imperative that your W-9 matches exactly to what the IRS has on file.

- Ex: If you originally filed under the name Bob's Emissions and you have recently submitted a new W-9 typed Bobs Emissions, the IRS will reject your form.
- Ex: If you originally filed under the name Sammy's Fast Cars and you have recently submitted a new W-9 typed Sammi's Fast Cars, the IRS will reject your form.
- Ex: Your TIN is 58-123456 and you transpose the number 85-123456, the IRS will reject your form.

If a station is requesting a refund, the W-9 has to be dated in the same year as the request. The IRS **WILL NOT** accept a form dated in a previous year.

Station closeout delays may occur for the following reasons:

1. A W-9 was not submitted.
2. The W-9 information does not match the station information GCAF has on file.
3. The W-9 is not physically signed and dated.
4. The W-9 is not saved as a .pdf document.

If you have any questions, contact GCAF Station Assistance at 1.800.449.2471, option #2, via email at industry@cleanairforce.com, or via live chat, which is available at www.cleanairforce.com.

Connect with Georgia's Clean Air Force on Facebook by visiting <https://www.facebook.com/GeorgiasCleanAirForce> or follow us on Twitter at <https://twitter.com/GACleanAirForce>.

If you would like to receive an email copy of GAS messages or to be added to our quarterly e-newsletter, *RepairWatch* E-News, please send a request to info@cleanairforce.com.

~ GCAF and EPD require that you print, read, and store all GAS messages in a binder on or near the analyzer. GCAF and EPD also recommend that you print a second copy of these messages and post them in a prominent location for your employees to read. To retrieve and print a previous GAS message, go to the GAS message retrieval function in your analyzer and select the appropriate message to print (the analyzer holds up to 500 messages). ~