

## Request for Business Entity Taxpayer Information

### BUSINESS INFORMATION

Employer Identification Number (EIN)

Name of the Business Entity

Tax Mailing Address  
P.O. Box, Street, Apt., or Suite No.

City

State

ZIP Code or Postal Zone

Country

### PERJURY STATEMENT

**I declare under penalty of perjury that I have examined all of the information on this request and it is true to the best of my knowledge. I am aware that if I knowingly and willingly make any false representation about any material fact provided herein or knowingly and willingly make any false representation to obtain information from Social Security records, and/or attempt to deceive the Social Security Administration as to my true identity, I could be criminally punished by a fine or imprisonment or both.**

Printed Name

Signature

Date

/ /

Contact Name

Phone Number (including area code)

**FOR AGENCY USE ONLY:**

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## IMPORTANT INFORMATION

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### Purpose of Form

The Social Security Administration (SSA) is required to file an information return (i.e., Form 1099-MISC) with the Internal Revenue Service (IRS) when payments of \$600 or more have been made to appointed representatives associated with a business entity as employees or partners. In order to meet this requirement, SSA must obtain the name, employer identification number (EIN), and address of the business entity.

### Instructions for Completing the Form

#### Employer Identification Number

Please enter your EIN. If you do not have an EIN, please apply for one immediately by filing an SS-4, Application for Employer Identification Number, with the IRS. You can apply for an EIN online by accessing the IRS website at [www.irs.gov](http://www.irs.gov).

#### Name of Business Entity

Enter your business name as shown on required Federal tax documents. Normally, this will match the name used when you filed a Form SS-4 to apply for an EIN.

#### Tax Mailing Address

Please enter your tax mailing address. SSA will mail Form 1099-MISC to you at this address if payments of \$600 or more are made to appointed representatives associated with your business entity during a tax year.

### Privacy Act Statement Collection and Use of Personal Information

Sections 206(a) and 1631(d) of the Social Security Act, as amended, allows us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent you from serving as an appointed representative and receiving direct payment of fees from SSA.

We will use the information to identify appointed representatives associated with a business entity as employees or partners, and to facilitate issuance of appropriate return information for reporting purposes. We may also share your information for the following purposes, called routine uses:

- To employers of claimants' representatives (e.g., law firms, partnerships, or other business entities) in accordance with the requirements of sections 6041 and 6045(f) of the IRC as implemented by the IRS Regulations found at 26 CFR 1.6041-1, and as necessary for us to carry out the requirements for fee reporting to appointed representatives; and
- To contractors and other Federal agencies, as necessary, to assist us in efficiently administering our programs. We will disclose information under this routine use only in situations in which we may enter into a contractual or similar agreement with a third party to assist in accomplishing an agency function relating to this system of records.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0325, entitled Appointed Representative File, as published in the Federal Register (FR) on October 8, 2009, at 74 FR 51940. Additional information, and a full listing of all our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).

### Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 20 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to:** SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.

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