



TENNESSEE FARM BUREAU FEDERATION

Dear Vendor Partner:

We are excited to welcome you as a vendor to Tennessee Farm Bureau Federation and our service companies: Farmers Service Inc. and Tennessee Livestock Producers, Inc. We greatly value the relationship we have with you and your business and desire to make our payments to you as seamless, professional, and timely as possible.

To be set up as a vendor we require the documents listed below:

1. Federal Form W-9
2. Vendor Information Form (Includes Electronic Payment Information)
3. Certificate of Insurance (Required for Contractors, Service Providers/Tenants)

Additional information clarifying the need for these documents is listed below.

Form W-9 provides information necessary to ensure we maintain compliance with Federal Tax Law requiring businesses send Form 1099 to certain vendors at the beginning of each year. The W-9 helps ascertain if you/your business should receive a 1099. It includes your Taxpayer Identification Number (TIN), business classification, and business address.

Vendor Information/ACH Form: In addition, to ensure timely and efficient payments to vendors, we offer electronic and paper check payments. To receive payments electronically, please complete the Electronic Payment form located at the bottom of the Vendor Information form and provide a voided check or deposit slip. This form of payment is not required but it is much safer and more efficient than paper checks.

Certificates of Insurance are required from all contractors, service providers and tenants. Please provide a current certificate to us prior to beginning work.

Please complete and submit these forms at your earliest convenience. Payments will be sent as soon as completed forms are received. The forms can be returned via email at: tbfaccounting@tbf.com, by fax to: 931-381-3540 or by mail to PO Box 313, Columbia, TN 38402.

For prompt payment we encourage you to submit invoices via email at: tbfaccounting@tbf.com

They may also be mailed to:
Tennessee Farm Bureau Federation
Attention: Accounting
PO Box 313
Columbia, TN 38402

Thank you for your cooperation. If you have any questions or concerns, please contact us directly at 931-388-7872, extension 2206.

Sincerely,

A handwritten signature in cursive script that reads "Mary White".

Mary White
Comptroller



Tennessee Farm Bureau
 PO Box 313
 Columbia, TN 38402
 931-388-7872

Return via email to: tbfaccounting@tbf.com
 or by Fax to: 931-381-3540

Vendor Information (please print)	Date
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Vendor Name (as shown on your income tax return)

DBA: Business name, if different from above

Mailing Address

Mailing Address City, State and Zip code	Phone
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Physical Address (if different from above)	Fax
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Physical Address City, State and Zip code

Principal Contact	Principal Email
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Describe nature of services performed

<p>Please Attach</p> <ol style="list-style-type: none"> 1. Form W-9, Request for Taxpayer Identification Number 2. Certificate of Insurance (Required for all Contractors, Service Providers/Tenants)
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AUTHORIZATION FOR AUTOMATIC DEPOSITS (ACH CREDITS) (If applicable)

I, _____, hereby authorize **Tennessee Farm Bureau Federation**, to initiate credit entries and if necessary, initiate debit correction or adjustment entries to my account at the financial institution below.

BANK NAME

TRANSIT ROUTING NUMBER	CHECKING OR SAVINGS												
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ACCOUNT NUMBER INFORMATION

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EMAIL FOR PAYMENT NOTIFICATION

This authority is to remain in full force and effect until **Tennessee Farm Bureau Federation** has received received written notification from me of its termination in such a time and manner as to afford **Tennessee Farm Bureau Federation** and Depository Institution a reasonable opportunity to act on it.
 THIS FORM WILL BE RETAINED BY **TENNESSEE FARM BUREAU FEDERATION** AS A MATTER OF RECORD.
PLEASE RETAIN A COPY FOR YOUR RECORDS.

Signed	Date
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<p>Please Attach</p> <ol style="list-style-type: none"> 1. Voided Check or Financial Institution Letter Verifying Account Information
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Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-around; font-size: small;"> Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate </div> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																						
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.