

Seattle Parks Foundation W-9 Policy

At Seattle Parks Foundation, we value the time and talent of our community members and recognize the importance of stipends to both decrease barriers to participation and acknowledge the importance of lived experience in the communities where we work.

To receive payment of any kind from Seattle Parks Foundation we require an individual's full name and mailing address.

If a payee receives multiple payments from Seattle Parks Foundation or compensation (not expense reimbursement) exceeds \$600 for the calendar year, the payee will be asked to submit a W-9 form. If a W-9 form is not received once payments reach \$600, the IRS requires that Seattle Parks Foundation withhold a 24% tax.

It is the responsibility of the payee to submit a W-9 form to Seattle Parks Foundation and to declare all income on their taxes.

FAQ:

- **How do I fill out a W-9 form?**

The W-9 form requires your full name, address, taxpayer identification number, and business details if applicable. There are instructions from the IRS available below:

English: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Spanish: <https://www.irs.gov/pub/irs-pdf/fw9sp.pdf>

- **How do I submit a W-9 form?**

Please submit your W-9 form to our secure [online portal](#). Our portal includes a link to download a blank W-9 form in both English and Spanish.

- **Am I required to submit a W-9 form for reimbursement payments?**

No. Expense reimbursements are not considered income and therefore do not require collection of Taxpayer Identification Numbers, or a W-9 form.

- **Who is required to submit a W-9?**

While we prefer to have a W-9 form for anyone receiving compensation from Seattle Parks Foundation, individuals may decline to submit a W-9 as long as payment does not exceed \$600 for the calendar year. Collection of a W-9 form is a **requirement** whenever an Independent Contractor Agreement will be used for consultants and vendors, regardless of total payments.

- **Why \$600?**

According to IRS regulations, Seattle Parks Foundation is required to issue 1099 forms to all individuals and vendors who receive compensation of \$600 or more per year. More information can be found [here](#).

- **I want to issue a gift card for compensation to community members instead of cash. Do the same rules for W-9 forms apply?**

Yes, gift cards have a cash value and therefore the same rules for W-9 collection apply. Cash and/or gift cards received as compensation are considered taxable income and should be reported by the payee.

- **What information do you need from a W-9 form?**

The W-9 form includes full name, address, Taxpayer Identification Number and business details if applicable. All information should match what is reflected on the payee's tax return.

- **What is a Taxpayer Identification Number (TIN)?**

The federal government requires individuals who pay taxes to have one of the below numbers, regardless of citizenship status.

- Social Security Number (SSN)
- Employer Identification Number (EIN)
- Individual Taxpayer Identification Number (ITIN)
- Taxpayer Identification Number for Pending US Adoptions (ATIN)
- Preparer Taxpayer Identification Number (PTIN)

- **Is a new W-9 form required each year?**

No, W-9's do not expire. Once you have submitted one to Seattle Parks Foundation you will not have to submit another unless your address, TIN, or business type changes.

- **What if multiple payments exceed \$600 and a W-9 is not received?**

Seattle Parks Foundation is required to issue 1099 forms to all payees who receive \$600 or more per calendar year. If a W-9 form has not been received, the IRS requires we withhold 24% tax. Thus, it is in the payee's best interest to submit a W-9 form.

If you fail to submit a W-9 form, 24% will be due on all payments, *including those you received before reaching \$600*. Additional payments will be withheld, and if there is a deficit balance, it will be the responsibility of the partner group associated with the payee.

Example: Someone has already been paid \$450, and another payment request for \$150 is submitted. Without a W-9, SPF is required to withhold 24% (\$144) of the \$600 total.

Scenario 1: Payee submits a W-9 within 30 days of the request and the remaining \$150 is paid.

Scenario 2: Payee does not submit a W-9 form within 30 days. The payment of \$150 will be withheld and the payee will not be eligible for any future compensation until a W-9 form has been submitted.