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County Administrator

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W-9 Documentation

Polk County reserves the right to withhold payment from any vendor which requires a completed IRS Form W-9. This means *no payment* will be issued until this document is received along with the appropriate voucher documentation.

If after subsequent attempts are made to obtain the W-9 and Polk County is unable to secure a completed W-9 form, but the County chooses to issue payment to the vendor, the County will withhold the required backup holding of 28% as specified by IRS regulations.

What this means to you:

- The W-9 Form **MUST** be returned **BEFORE** the vendor is paid.
- If a W-9 is not received, the voucher will be returned to you for your follow up.

Please contact me if you have any questions.

Thank you,

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