



To all Delta Gamma vendors:

The IRS requires us to send a 1099 to vendors that were paid by chapter check a total of \$600 or more during the calendar year, therefore we ask that you give the chapter with which you are working a signed copy of your W-9. This form will be forwarded to Delta Gamma Executive Offices, where all W-9s are submitted for TIN matching and 1099s are processed.

Note: We will not send a 1099 to a business that is incorporated; however, we still need your W-9 on file.

Failure to provide a W-9 may result in one or more of the following:

- a. Your 1099 will be filed with the IRS without a valid EIN, with notation that the vendor refused to provide one.
- b. Per IRS Publication 1281, the chapter will be instructed to withhold 28% of the amount owed to you as backup withholding.
- c. The chapter will be informed that they are no longer allowed to do business with your company until such a time as they receive a valid, signed W-9.

If you have any questions, you may contact Chelsea Simko, Member Services and Finance Assistant, at chelsea@deltagamma.org or 614-481-8169. Your cooperation in compliance with IRS guidelines is greatly appreciated.

Sincerely,

Tracey Doebling Williams
Fraternity Executive Director