



Club Instructions to fill out a W9 form

Dear Toastmaster,

You can create a unique W9 for your club by following the instructions below:

First, please download a blank tillable PDF version of a W9 form from the IRS's website (The best way to find the most current version is via a Google search).

- On the Name line put your Toastmasters club name.
- On the Federal Tax Classification section you will check the "other" box and write in "501c3 Non- Profit Un-Incorporated Association"
- On the address line you can put your club mailing address.
- Under "Exemptions" you can put "1" and "A".

On part I please write in your club's unique EIN (found in Club Central on the "Demographics" page)

Secondly, on part II either a club President or club Treasurer can sign and date.

This will complete the process of creating a W9 specific to your Toastmasters club.

Treasury and Compliance Team

**Toastmasters International**

Where Leaders Are Made

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