



District Instructions to fill out a W9 form

Dear Toastmaster,

You can create a unique W9 for your district by following the instructions below.

First, download a blank fillable PDF version of a W9 form from the IRS's website (best way to find this is via a Google search).

- On the Name line put "Toastmasters International – District (##)".
- On the Federal Tax Classification section you will check the "other" box and write in "501c3 Non-Profit Organization"
- On the address line you can put the District's mailing address.
- Under "Exemptions" you can put "1" and "A".

On part I please write in Toastmasters International's unique EIN: 95-1300076

On part II Please have the District Director or Finance Manager sign and date.

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

Treasury and Compliance Team  
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