

July, 2011

BUSINESS NAME  
ADDRESS  
CITY, STATE ZIP

MERCHANT ID:

**IMPORTANT TAX REPORT REQUIREMENT**

**\*\* RESPONSE REQUIRED \*\***

➤ **1099 TAX FILING**

Federal Tax Laws were enacted requiring merchant acquirers (processors) to report (gross) merchant card deposits starting tax year 2011 with an annual 1099. If there is a discrepancy between the information we have on file and your information on file with the IRS, future deposits can be subject to tax withholdings beginning 2012.

➤ **ACTION**

As a result, we must verify each merchant's **legal Business Name**, (this is not your DBA or "doing business as" name), **address** and **Tax Identification Number (TIN)** to insure it matches IRS records. The **TIN** is a generic term that refers to either your social security number (for sole proprietors) or a business employer tax identification number.

➤ **RESPONSE REQUIRED**

**Please complete, sign and date** the enclosed W-9 form and **return it** by August 25, 2011. This should only take a few minutes to complete. The form is also available on our website [www.merchantcardsvcs.com](http://www.merchantcardsvcs.com); can be completed and printed down for signature.

Options to return your completed W-9:

- **Via U.S. Mail:** Enclosed self addressed/postage paid envelope
- **Via Fax:** 1-253-512-6467

**If you have questions or need more information:** Call Merchant Customer Service Center 1800-900-1946.

Thank you for your prompt attention to this matter.

Merchant Card Services  
Account Servicing

**\*\*FAILURE TO RESPOND CAN RESULT IN IRS MANDATED BACKUP WITHHOLDING UP TO 28%\*\***