CHECK PAYMENT INSTRUCTIONS

ALL CHECK PAYMENTS MUST FOLLOW THESE CHECK INSTRUCTIONS EXACTLY
Checks received without completing these instructions will be returned and items reserved will no longer be held.

- Print all invoices to be included in this payment and request a check for the total amount.
  - Make check payable to: ESEA Network (A current W9 is attached)
    EIN: (05-0487084)

- When the check is issued and you have it in front of you, log in to your ESEAnetwork.org account and go to the Finance tab in your Dashboard.
  - Locate the invoice you wish to pay and select “View Now.”
  - Press the button at the bottom of the page to “Pay This Invoice.”
  - If your check is paying for more than one invoice: use the “Pay additional invoices” button to add each invoice ID number included in this payment. When the total amount due matches the amount of the check, select “pay now.”
  - Read and accept the terms and conditions.
  - Choose “check” as the payment method and enter the required check information.
  - Press the “Submit” button.

- Print the invoice that now includes the check details as you entered them.

- Enclose the check detail invoice with the check and send it by traceable, overnight delivery service such as FedEx or UPS, to:
  ESEA Network
  532 North Franklin Street
  Fort Bragg, CA 95437 707-961-6202

- You’ll receive a confirmation email as soon as the check has been applied.

IF THE CHECK IS NOT RECEIVED BY THE INVOICE EXPIRATION DATE, THE RESERVED ITEMS WILL NO LONGER BE HELD.
Form W-9

(Rev. October 2018)

Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Part I  Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Social security number

[ ] [ ] [ ] [ ] [ ] [ ]

or

Employer identification number

[ ] [ ] [ ] [ ] [ ] [ ]

Part II  Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. Person

Date

4/1/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.