



## INSTRUCTIONS FOR COMPLETING FORM 15.49

### **Taxpayer Name**

Individual – Enter the name as shown on your Social Security card.

Sole Proprietor – Enter owner’s name as shown on his/her Social Security card.

Limited Liability Company (LLC) – If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner, enter the owner’s name. If you are classified as a partnership or a corporation, enter the LLC’s name.

Other Entities – Enter your business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity.

### **Business Name**

Enter your business, trade or “doing business as (DBA)” name here if applicable. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner, enter the LLC’s name.

### **Provider Name**

Enter the name of individual that is providing the service.

### **Payment Address**

Enter the address where you want all payments to be mailed.

### **Site of Service Address**

Enter the address where services will be performed (if different than the payment address).

### **Provider Contact Name**

Enter the name of a contact person for communication with your business.

### **Legal Status**

Check appropriate classification of the business as registered with the tax identification number. If you are a limited liability company, you must also check the appropriate tax classification (disregarded entity, corporation or partnership).

### **Taxpayer Identification Number (TIN)**

Enter your Social Security number if you are an individual. Enter your Social Security number (SSN) **or** your Employer Identification Number (EIN) if you are a sole proprietor. If you prefer to use your SSN for payments, then enter your SSN. For all other cases, enter your EIN. If you do not have a TIN see the instructions below.

### **National Provider Identifier (NPI)**

Enter your individual and/or group National Provider Identifier (NPI).

## INSTRUCTIONS FOR APPLYING FOR SSN AND EIN

If you do not have a Taxpayer Identification Number (TIN), apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals) from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities) from your local Internal Revenue Service office.

To complete the certification if you do not have a TIN, write “Applied For” in the space for the TIN, date this form and return it to DSCC. As soon as you receive your TIN, complete a copy of this form showing the TIN number, sign, date and return the form to DSCC. **DSCC cannot approve or pay for services/supplies until the TIN is received.**

If you have a question about how to complete this form, please call DSCC at (877) 791-5170 for assistance.