SAFELITE SOLUTIONS

REQUEST FORM: ADD MY BUSINESS TO YOUR DATABASE

Request Type: Safelite, my business is new to your database. Please add my location for customer preference work. I understand this is not a network application, but merely adds my shop to your database. If you have multiple shops, please copy this from and submit one for each location.

Name of business: _____

Physical Address: _____

City / State: _____ ZIP _____

Phone # ( ) _____ Alternative Phone # ( ) _____

Fax # ( ) _____ Federal Tax ID # _____

Email Address: _____

MAILING ADDRESS (if different from above):

Company Name: _____

Address: _____

City / State: _____ ZIP _____

Hours of Operation

- Monday-Friday _____ am to _____ pm
- Saturday _____ am to _____ pm
- Sunday _____ am to _____ pm

Does your shop offer –

Repair Only _____ Replacements Only _____ Repair & Replacements _____

Do you offer: Mobile Service? _____ In Shop Service? _____ Both? _____

If yes to Mobile, what is your Mobile Range (approx.) _____ Mobile Radius in Miles?

If yes to mobile, what Primary Cities do you service? _____

Do you offer ADAS Recalibrations? _____ Yes / No

If yes to ADAS – In-House_____ Static _____ Dynamic _____ Both _____ Or Sublet_____

Do you have any other locations? _____ Yes / No If yes, please list on a separate page.

Do you have other Auto Glass Businesses under any other names? _____ Yes / No

Please provide your State Registration/License if your business resides in AK, CA, CT, FL, MA, NY, OH, or RI.

License # _____ State _____ Expiration Date _____

Completed by: *(print)* _____ Title _____

Signature: *(owner)* _____ Date _____

**By signing, I verify the information provided above is accurate, to the best of my knowledge.*

RETURN TO: **SAFELITE SOLUTIONS / ATTN: DATABASE DEPARTMENT**
PO BOX 182277 – 3rd FLOOR
COLUMBUS, OHIO 43218-2277
FAX: 614-932-3222 EMAIL: shopchanges@safelite.com

Revised 04/2020

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.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Mailing Address:

6 City, state, and ZIP code

Requester's name and address (optional)

Safelite Solutions
PO Box 182277
Columbus, OH 43218-2277

7 List account number(s) here (optional)

Business Phone # For Identification: Printed Name:

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.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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 currently 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** ▶

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.*