

## Instructions for the NM Substitute W-9:

### > Part I

> Block 1: Enter legal name

> Block 3: Check the Individual/Sole proprietorship

> Block 4: Check Agency Volunteer. Enter "79000" for the Agency No.

### > Part II

> Line 1: Enter TIN or SSN

> Line 2: Check EIN or SSN box as appropriate

### > Part III

> Block 1: Enter mailing address

> Block 2: Only enter if you want checks to go to a different address

### > Part IV

> Enter printed name of authorized signature. Enter "SAR Volunteer" in the Occupation block. Enter Telephone number, email address and date.

> Sign document.

> Only complete Part V if you want direct deposit. Will require a voided blank check for the account.