## Archdiocese of New Orleans Independent Contractor Payment Request Form

*This form must be completed by all 1099 contractors of the Archdiocese of New Orleans who have not provided their own invoice to request payment.*

### Contractor Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Check Payable To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

### Describe the services to be provided in detail (Work type, times, frequency, location)


### Date Range or Job Completion Date (mm/dd/yyyy)


### Rate & Payment Information

<table>
<thead>
<tr>
<th>Number of Hours:</th>
<th>Hourly Rate:</th>
<th>Total Amount:</th>
</tr>
</thead>
</table>

*Payment will be processed and mailed directly to the address above after services have been provided and accounting has verified that a completed Form W-9 is on file. Please complete the attached Form W-9 if one has not been previously provided.*

### Mileage Reimbursement

<table>
<thead>
<tr>
<th>Number of Miles:</th>
<th>X 2020 IRS Standard Rate: $0.575 / Mile</th>
<th>Total Amount:</th>
</tr>
</thead>
</table>

*Request for mileage reimbursement must be preapproved.*

### Miscellaneous Reimbursement

<table>
<thead>
<tr>
<th>Item/Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Request for miscellaneous reimbursement must be preapproved. Payment of miscellaneous amounts will only be made with proper supporting documentation attached to this request.*

### Signature of Contractor Requesting Payment

By signing this form, I am certifying that 1) I am a U.S. Citizen, U.S. Resident Alien, or Other U.S. Person (as defined on the Form W-9); 2) I am not an Archdiocese of New Orleans employee; 3) I have provided the services described above to the Archdiocese of New Orleans in accordance with all mutually agreed upon requirements; and 4) I agree to the terms of payment described above.

Contractor Signature: ___________________  Date: ___________________

### Approved By:

ANO Representative Signature: ___________________  Department: ___________________
Form W-9
Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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, 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/sele proprietor or single-member LLC
   - Corporation
   - Limited liability company
   - Partnership
   - Trust/estate
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions or page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

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

6. City, state, and ZIP code

7. List account number(s) here (optional)

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 and 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 development. For the latest information on 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.