

New Vendor Information

Our contractors are required to have Liability Insurance and either Workman's Comp or Workman's Comp Exemption. (Below is the link to register for workman's comp/exemption.)

<https://www.tn.gov/workforce/injuries-at-work/employers/employers/wc-exemption-registry.html>

Please return a W-9 (attached), Certificate of Insurance, and Workman's Comp or Exemption to our office or you may send them by email. A Direct Deposit form is also attached if you would like to have payments made electronically, otherwise, checks are mailed on Friday's of each week.

Invoices are due each Wednesday by 3:00 pm and should be emailed to:
mshmaint@enterpriserealtors.com

Estimates should be provided in writing (either email or text) within 2 weeks of being requested. Estimates that are \$200 or more must be approved. For urgent repairs over \$200 contact Emily directly at 901-389-0382 or Katie at 901-317-8227.

Approved work should be completed within 2 weeks (exceptions may apply with an agreed upon completion date) and must include before and after pictures of the work done. Pictures are required in order to be paid for the work.

Please provide the email address you would like us to use for work orders:

_____.



**Mid-South
Home Rentals**

A division of THE JON MOULTRIE TEAM
REALTORS

6225 Quintard St, Suite 203 Arlington, TN 38002
Phone (901) 451-5201 Fax (901) 451-5204

Background Check Authorization

Name: _____

Address: _____

DOB: _____

SSN: _____

Ethnicity: _____

Sex: _____

Phone: _____

Signature: _____

Date: _____

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.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)			
	2	Business name/disregarded entity name, if different from above.			
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____				
	3b		If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.		Requester's name and address (optional)	
	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.

Social security number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">[] [] [] []</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; text-align: center;">[] [] [] []</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; text-align: center;">[] [] [] [] [] [] [] []</td> </tr> </table>	[] [] [] []	-	[] [] [] []	-	[] [] [] [] [] [] [] []
[] [] [] []	-	[] [] [] []	-	[] [] [] [] [] [] [] []		
or						
Employer identification number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">[] [] [] []</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; text-align: center;">[] [] [] []</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; text-align: center;">[] [] [] [] [] [] [] []</td> </tr> </table>	[] [] [] []	-	[] [] [] []	-	[] [] [] [] [] [] [] []
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Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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Home Rentals**



A division of
6225 Quintard St, Suite 203, Arlington, TN 38002
Phone (901) 451-5201 Fax (901) 451-5204

VENDOR DIRECT DEPOSIT AUTHORIZATION

I authorize you and the financial institution listed below to initiate electronic credit entries to my bank account.

This authority remains in effect until I have cancelled it in writing.

Vendor Name:	
Financial Institution:	
Branch:	
City/State:	
Bank Routing Number:	
Bank Account Number:	Checking ___ Savings ___

Phone: _____

Authorizing Signature: _____

Date: _____