

Dear Vendor,

The Internal Revenue Service requires us to report payments made to trades and businesses for services rendered during the calendar year. According to IRS regulations, you must provide us with your Federal Taxpayer Identification Number and a description of your organization.

We must deduct a 20% backup withholding tax from all payments made to businesses that fail to provide this information.

Please complete the following questionnaire and return it within 15 days.

Check below which best describes your organization:

- Individual Corporation Government Agency
 Tax Exempt Partnership Other _____

Federal Taxpayer Identification Number _____

UBI Number _____

Business License Number _____

Name of your organization _____

Address _____

Contact Person _____ Title _____

Phone Number _____ Fax Number _____

Email Address _____

If you are doing business as an individual, please list your:

Social Security Number _____

If you are doing business as a trust or an estate, please list your:

Employer Identification Number _____

Thank you for your cooperation.

Boyce Construction Inc.

Accounts Payable Department