

W-9 Cover Sheet



Educational Services Division
2012 Midyear Clinical Meeting
Las Vegas



Please note that this is a new process as of 7/10/2012. Note that the instructions in the Presenter Handbook mailed to you are different. Below is the correct procedure to follow as of 7/10/2012.

We need a new W-9 if your name or address has changed and/or you HAVE NOT submitted a new W-9 form to ASHP since 6/1/2011.

Instructions:

1. Complete the information below.
2. Complete – and SIGN – your W-9 form.
3. Submit both THIS COVER SHEET and YOUR COMPLETED and SIGNED W-9:

a. Fax to **301-634-5944**

OR

b. Scan and email to **fmdw9@ashp.org**

Failure to write legibly may delay the processing of your honoraria.

Presenter/Participant Name: _____

Phone: _____

Email: _____

Session Code: ___ ___ ___ - L 0 ___ (on page 1 of your letter, e.g. “201-L04”)