

Douglas County Department of General Assistance

4102 Woolworth Avenue
Omaha NE 68105

Date: _____

Property Owner's Name/Address

Client Name/Property Address

To Whom It May Concern:

The above named client has asked for rent to be paid to you for living at property shown above. To become an approved vendor with the Department, you must complete and return the two forms enclosed: *Property Description* and the *W-9 Taxpayer Identification Form*. (See below if you use a management company/designated agent.) Please read the instructions for the *W-9 Taxpayer Identification Form* carefully. The information on the form will be used to report payments to the Internal Revenue Service as required by law. The Taxpayer Identification Number on the form must be the correct number for the person or business named on the form. Accurate information must be provided to the Department before payment can be considered.

1. If you will be receiving payments and income tax reporting documents yourself, complete this form with your own personal information. Use your own Social Security Number as your Tax Number and specify the address where the County Clerk's Office can send your rent check. Also include your middle initial as part of your name.
2. If you are a manager or agent for an owner, you must also submit written proof that you are representing that owner.
3. If you are an owner who wishes to have a management company or other designated agent act on your behalf, proof of that representation must be submitted and the W-9 Taxpayer Identification should be completed by the designated agent, not you.
4. If you wish a management company/designated agent to receive payments on your behalf but you wish to have income tax reporting information sent directly to you, please designate "in Care Of" or "C/O" AGENT as part of the mailing address on your W-9 and complete it with your own Tax Identification Number.

Please notify the Department of General Assistance within 30 days if you sell the property or change property managers. We will update our records and send new forms as needed. If you have additional questions about the W-9 form, please call Loma Lindstrom, Administrative Assistant, at (402) 546-0858 or e-mail her at loma.lindstrom@douglascounty-ne.gov.

Enclosures: Property Owners' Fact Sheet; Property Description Form; W-9 Taxpayer Identification Form