Required Documents – Legal Proof Documents

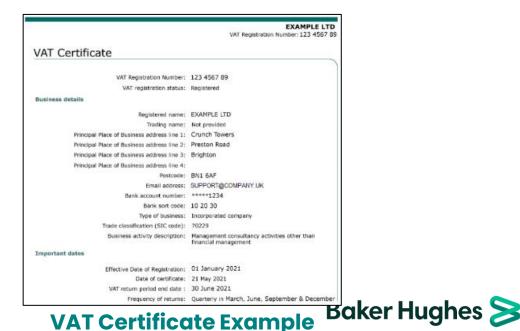
Legal Proof Document

- Required when onboarding a new supplier or if the Legal Name or Legal Address are changing, this document must 100% match HICX.
- Must contain: Legal Name, DBA Name (if applicable), Legal Address, Legal Structure, VAT/ Tax Information.
- Most likely a Tax Document (ex. if US based supplier should be W9, India it should be Pan Card).
- Tax/ VAT changes are only allowed under certain circumstances (reach out to your BH POC).
- The Legal Proof Document must be uploaded into the workflow.

Proof document containing Legal Name, Address, and Tax Number applicable as per supplier country of incorporation. Example: for US: W9, India: GST/VAT Certificate, etc. (Important: To ensure first-pass approval: 1) non-editable format is required e.g.pdf. 2) non-English tax document requires in addition the BH Supplier Template filled in by requestor in English, zipped together, attached to workflow) (Use this guide for Finding Supplier Documents in HICX.pdf)

Upload Document

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		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.				
	1 Name (as shown 123 Manufacte	1 17	tax return). Name is re	equired on this	line; do n	ot leave this	line blank.									
Print or type. See Specific Instructions on page 3.	2 Business name/disregarded entity name, if different from above															
	Smith Manufacturing															
	STHILL WAINTHANCHING 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/sole proprietor or X C Corporation S Corporation Partnership Trust/estate								1	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):						
	single-member LLC										Exempt payee code (if any)					
	□ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partner Note: Check the appropriate box in the line above for the tax classification of the single-member or LLC if the LLC is classified as a single-member LLC that is not disregarded from the owner or LLS, federal tax purposes. Otherwise another LLC that is not disregarded from the owner for LLS, federal tax purposes. Otherwise is disregarded from the owner for LLS, federal tax purposes. Otherwise S of Last purposes. Otherwise is disregarded from the owner should check the appropriate box for the tax classification of its own ☐ Other feee instructions of Last purposes. The company is supposed to the company in the company is supposed to the company in the company is company. The company is the company is company in the company is company in the company is company in the company in the company is company in the company is company. The company is company is company is company in the company in the company in the company is company in the company in the company in the company is company in the company in the company in the company is company in the compan								wner. Do not check owner of the LLC is gle-member LLC that							
	Houston, TX 77001															
Par	7 List account number(s) here (optional) Taxpaver Identification Number (TIN)															
						airea an lie	. 1 40 00	-14	Social	SACII	rity num	her				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to ave backup withholding. For individuals, this is generally your social security number (SSN). However, fir 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 ge							or a] -		-				
	If the account is in	more than one name, see the instructions for line 1. Also see What Name a uester for quidelines on whose number to enter.						or				ation number				
	o. 75 a. 6 m. 7 m.	quoties for gui	dominos on whose m						1 2	-	1 2	3	4 5	6	7	



W9 Form Example