

# 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 <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service		<b>Request for Taxpayer Identification Number and Certification</b>		Give Form to the requester. Do not send to the IRS.	
		▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.			
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 123 Manufacturing		2 Business name/disregarded entity name, if different from above Smith Manufacturing		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		5 Address (number, street, and apt. or suite no.) See instructions. 123 Main Street		Requester's name and address (optional)	
6 City, state, and ZIP code Houston, TX 77001		7 List account number(s) here (optional)			
<b>Part I Taxpayer Identification Number (TIN)</b> 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 <i>How to get a TIN</i> , later. <small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>		Social security number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		or Employer identification number 1 2 - 1 2 3 4 5 6 7	

W9 Form Example

EXAMPLE LTD VAT Registration Number: 123 4567 89	
<b>VAT Certificate</b>	
VAT Registration Number: 123 4567 89 VAT registration status: Registered	
<b>Business details</b>	
Registered name: EXAMPLE LTD Trading name: Not provided Principal Place of Business address line 1: Crunch Towers Principal Place of Business address line 2: Preston Road Principal Place of Business address line 3: Brighton Principal Place of Business address line 4: _____ Postcode: BN1 6AF Email address: SUPPORT@COMPANY.UK Bank account number: ****1234 Bank sort code: 10 20 30 Type of business: Incorporated company Trade classification (SIC code): 70229 Business activity description: Management consultancy activities other than financial management	
<b>Important dates</b>	
Effective Date of Registration: 01 January 2021 Date of certificate: 21 May 2021 VAT return period end date: 30 June 2021 Frequency of returns: Quarterly in March, June, September & December	

VAT Certificate Example