W9 Tax Form Policy

W9 Tax Form Policy is the primary means of reporting payments to the IRS. US Authors are required to complete a standard IRS form called the Form W-9 which includes some basic information about you, including a Tax Identification Number (TIN). The TIN can either be your Social Security Number (SSN) or the Employer Identification Number (EIN) of your business.

An author account has one owner, and it is their details which should be in the Form W-9. That owner can be a corporation or other type of entity, but not a partnership. Partners must nominate one partner to submit a Form W-9. Withdrawals will only be made to the nominated partner.

By law, Rejoice Essential Publishing is required to send all authors 1099-MISC forms.

Volume ­­\_: [1]  
Chapter \_: [1]  
Responsible Executive: Kimberly Moses  
Responsible Office: Publishing Representative  
Date Issued: January 18, 2020  
Date Last Revised: None

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## CONTACTS

|  |  |  |
| --- | --- | --- |
| **Policy Clarification** | | |
| Title/Office | Telephone | Email/Webpage |
| Kimberly Moses/ Pub. Rep. | 719-425-9764 | www.republishing.org |

## STATEMENT OF POLICY

Rejoice Essential Publishing will hold all royalties payments until the W9 form is completed. When the author compensation reports are released on the 21st of each month, the funds will be held in the publishing account until the author complies with the policy. Once the form is completed, the payments will be released within 30 days as usual.

All authors and employees are expected to comply with the W9 Tax Form Policy to ensure Rejoice Essential Publishing is compliant with IRS reporting regulations. The amount of royalties/payments don’t matter. The form is required by the IRS.

## REASON FOR THIS POLICY

## Rejoice Essential Publishing requires all publishers, including nonprofit or tax-exempt organizations, to provide valid taxpayer identification in order to comply with U.S. tax reporting regulations. According to the IRS, for U.S. federal tax purposes, a U.S. person includes, but is not limited to:

## An individual who is a U.S. citizen or U.S. resident alien

## A partnership, corporation, company, or association created or organized in the U.S. or under the laws of the U.S.

## Any estate (other than a foreign estate)

## A domestic trust (as defined in Regulations section for Forms W-9 not required to be signed 301.7701-7)

## INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

Authors and Employees represented by Rejoice Essential Publishing. Authors who published with Rejoice Essential Publishing prior to 2020 need to fill out the W9 Form.

## EXCLUSIONS

“None.”

## RESPONSIBILITIES

By 31 January each year, we'll send to you and the IRS the appropriate IRS Form 1099 so that you can accurately report your income from the previous year.

The W9 form need to be filled out once and will be destroyed/deleted afterwards by ***Rejoice Essential Publishing***. The information will not be shared with anyone. This form covers the duration of the author’s representation by ***Rejoice Essential Publishing.***

The most secure way to fill out the W9 form is through QuickBooks. If the author has any problems, they can download and manually submit the form to [info@republishing.org](mailto:info@republishing.org). Authors can email ***Rejoice Essential Publishing*** if they have any additional questions or concerns at [info@republishing.org](mailto:info@republishing.org).

Authors and employees will be asked to fill out the W9 form once. For further information please consult your professional tax consultant.

## DEFINITIONS

**W9** is used to collect information about you, or your business, that can be used by the person paying you to complete an informational report for the IRS, such as a 1099-MISC form

**Taxpayer Identification Number (TIN) and Certification Form**

A company or organization that needs to file tax-related forms to the IRS, such as Form 1099, will list annual income paid to a contractor. To do so accurately, they'll require the contractor's Taxpayer Identification Number (TIN) to report any earnings paid out to that contractor over the course of a calendar year.

## RELATED DOCUMENTS, FORMS AND TOOLS

## Please visit the following website for the W9 form and for instructions of filling out the form.

## <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

## WEBSITE ADDRESS FOR THIS POLICY

www.republishing.org

## HISTORY AND UPDATES

None

## APPENDIX

“There are no appendices to this policy”