

# How to Properly Fill Out Your W-9

The completion of the W-9 is necessary so that OrthoFi may have seamless receipt of payments from your contracted Insurance carriers. It is a required tax document, that needs all information to be filled out in-whole and proper for each Office Location you are practicing in.

Fill in the name of your Practice, as shown on your **Income Tax Return**

Fill in the name of your Practice, only if **Different** from Line 1. This your **'Doing Business As'** name

Fill in the **Employer Identification Number** of your Practice, that matches the name on your **Income Tax Return**

Please sign, and Date in **Black Ink**, with **Original Signature**. **No Electronic Signatures**  
Save in pdf. format