

# SUPPLEMENTAL FORM FOR COLLECTING TAXPAYER IDENTIFYING NUMBERS

AUTHORITY - Section 31001(y) of the Debt Collection Improvement Act of 1996 (Public Law 104-134), codified at 31 U.S.C. 3325(d), requires Federal agencies to include the taxpayer identifying number (TIN) of all persons or organizations they pay whenever a request for payment is submitted to Federal payment officials. Departmental Regulation 2100-2, published February 12, 1997, requires all individuals and entities (including sponsoring organizations and corporations) doing business with USDA to furnish a TIN.

ESTIMATE OF BURDEN HOURS - According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is 0584-0501. The time required to complete this information collection is estimated to vary from 1 to 5 minutes per response, including the time to review instructions, gather the data needed and complete and review the information collection.

## PART I. EMPLOYER IDENTIFICATION NUMBER (EIN)

- A. If the payment you receive directly from FNS goes to a business or sponsoring organization, write in the EIN used to report business tax information to the Internal Revenue Service. If your organization does not have an EIN and the organization's taxes are reported to the Internal Revenue Service under your Social Security Number, go to Part II of this form.

Employer Identification Number    -

- B. Organization Name and Location

Organization Name \_\_\_\_\_

Street Number \_\_\_\_\_ Street Name/P.O. Box \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_ State   ZIP      -

## PART II. SOCIAL SECURITY NUMBER (SSN)

- A. If the payment you receive directly from FNS goes to you as an individual or sole-proprietorship, enter your SSN below. **WRITE NAME EXACTLY AS SHOWN ON OWNER'S SOCIAL SECURITY CARD.**

**NOTE: YOU MAY BE ASKED TO VERIFY THE SOCIAL SECURITY NUMBER**

First Name \_\_\_\_\_ Middle Name(s)/Initial(s) \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth Month   Day   Year

Street Number \_\_\_\_\_ Street Name/P.O. Box \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_ State   ZIP      -

(DETACH AND KEEP THIS PAGE FOR YOUR RECORDS)

**STATEMENT OF PURPOSE AND PRIVACY ACT STATEMENT**

**STATEMENT OF PURPOSE** - The purpose of the "Supplemental Form for Collecting Taxpayer Identifying Numbers" is to allow the Food and Nutrition Service (FNS) to obtain taxpayer identifying numbers (TINs) from all individuals and entities that are paid directly by the Agency. The TINs of Federal payment recipients provided to FNS will be made available to Treasury as part of the payment process. The Debt Collection Improvement Act of 1996 (DCIA) allows Treasury to use the TINs to identify payments being made to debtors who owe delinquent debts to the Federal government, and for income reporting to the Internal Revenue Service (IRS).

**PRIVACY ACT STATEMENT** - The collection of this information is authorized by 31 U.S.C. 3325 (d) and will be used to collect and report TINs for the purposes of debt collection and income reporting to the IRS. The provision of the requested information is strictly voluntary. However, failure to provide this information will result in the denial or withdrawal of authorization to participate in programs administered by FNS.

Under the DCIA, FNS is required to refer the SSN or EIN of all individuals and entities receiving payments from the Agency to the Department of Treasury. Should you or your organization owe a delinquent debt to the Federal government, the Department of Treasury may offset all or a portion of your payment to repay your debt. If your relationship with FNS results in a delinquent debt being owed to FNS, USDA/FNS may use the information provided on this form, including EINs and SSNs, to collect and report on delinquent debt arising out of this relationship; and may disclose this information to other Federal agencies, as well as private collection agencies and credit bureaus, for purposes of claims collection actions including, but not limited to, administrative offset, salary offset, tax refund offset and referral to the Department of Justice for litigation. In addition, the information on this form may be provided to the IRS in cases where delinquent debts are unpaid so that the IRS can consider whether the unpaid amount should be considered as income to the debtor for tax purposes.