



# COLUMBIA COUNTY

Accounting Office

608-742-9645  
FAX: 608-742-9846  
Email: [ap@co.columbia.wi.us](mailto:ap@co.columbia.wi.us)  
Website: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

112 East Edgewater Street  
P.O. Box 473  
Portage, WI 53901

TO: Columbia County Vendors

RE: IRS Form W-9 Completion

In order to comply with IRS regulations, we are required to have Form W-9 (Request for Taxpayer Identification Number and Certification) on file for all individuals and/or partnerships who provide services to Columbia County. Corporations who provide medical or professional service to Columbia County are also required to provide us this information. Should you fail to provide us with the required information, we may be compelled to withhold taxes from future remittances per IRS regulations.

Please complete the [W-9 Form](#) and return it to:

Columbia County Accounting  
112 East Edgewater Street  
P.O. Box 473  
Portage, WI 53901

The form may also be emailed to [ap@co.columbia.wi.us](mailto:ap@co.columbia.wi.us) or faxed to 608.742.9846.

**Failure to promptly complete this form and return it to us will result in delay of our payment to you.**

Thank you for taking the time to complete this form and aiding us in our IRS compliance efforts.