

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Treasurer's Question  
**Date:** Monday, November 28, 2016 1:39:58 PM  
**Attachments:** [Club Instructions to fill out a W9 form.pdf](#)  
[W-9.pdf](#)

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Can you think of other Treasurer trainers who might need to know about W9 forms?

-bonnie

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**From:** IRS Questions <[irsquestions@toastmasters.org](mailto:irsquestions@toastmasters.org)>  
**Date:** Mon, 28 Nov 2016 16:26:50 +0000  
**To:** SBL Maidak [REDACTED]  
[REDACTED]  
**Subject:** Re: Treasurer's Question

Hello Toastmaster Maidak,

Thank you for your email.

Normally when a organization is sponsoring a member to be in a Toastmasters club, they require a W-9 when paying membership dues for their records. Where the W-9 comes from depends on who the organization is paying.

If they are paying World Headquarters directly, I have attached our W-9 where you may provide it to your sponsoring organization.

If the club is collecting the membership dues, I have attached the W-9 Instructions for clubs on how they would create their own W-9, where after they would be able to provide it to any sponsoring organization that requests one from the club.

Please let me know if you have any additional questions.

Best Regards,

Phillip Nguyen  
Staff Accountant - Treasury & Compliance  
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**From:** BLM tm [REDACTED]  
**Sent:** Sunday, November 27, 2016 4:27:28 PM  
**To:** IRS Questions  
[REDACTED]  
**Subject:** FW: Treasurer's Question

Dear WHQ Financial Dept Staff:

I have a new question for you. The D36 Area 15 Director asked the following question to me as I have been a TLI Treasurer trainer for several years.

I'm not aware of a W-9 form being requested before — have you any guidance about this form and how clubs need to fill it out for prospective members?

Thank you for your service.

Bonnie Maidak, DTM  
[REDACTED]

US Senate TM Club  
D36-473 Club Treasurer, 2016-2017

NTL Advanced Speakers  
D36-3797 Club Member

Locke & Key TM Club  
D36-6973 Club Member

Great Seneca Power Talkers (GSPT)  
D36-8897 VP Public Relations, 2016-2017

Jim Whitney TM Club  
D36-1063187 Club President, 2016-2017

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**From:** [REDACTED]  
**Reply-To:** [REDACTED]  
**Date:** Wed, 23 Nov 2016 12:35:23 +0000 (UTC)  
**To:** SBL Maidak [REDACTED]  
**Subject:** Treasurer's Question

Hi Bonnie,

I thought the Fall Conference went very well. You did a great job as the Conference's Chair.

I have a quick Treasurer's question for you. I have a person in my home club, New Vision, who wants to join but her agency is paying.

This is what she sent me:

"Would you or anyone from the club be able to fill out the form attached. I hope is not too much to ask but my finance dept has this new requirement for all checks issued".

Bonnie, I have never been asked to fill out a W9 for club dues, which I explained to her. What other options can I give her if she wants to join. Any suggestions would be greatly appreciated.

Thanks,  
Venus Griffin, Treasurer