

**A W-9 form is a document that the government uses to collect important tax information about people who work or provide services. It is very important that you fill out this form with all the required information. Missing information on the form can delay your payment. If you are filling out this form by hand, make sure your handwriting is legible.**

## **How to Fill Out the W-9 Form:**

### **1. Open the Blank W-9 Form**

Open the blank W-9 form that we sent you via email. You can also find the form on our website under the "Study Forms" tab.

<https://sites.bu.edu/futureleaders/>

### **2. Box 1: Full Legal Name**

In **Box 1**, write your full legal name exactly as it appears on your Social Security Card. This includes your full first name, middle name (if you have one), and last name.

### **3. Box 3: Check the Correct Box**

In **Box 3**, check one of the boxes. It will likely be the first box, which is the most common choice.

### **4. Box 5: Address**

In **Box 5**, fill in your address, including the street number, street name, and apartment or suite number (if applicable). Make sure you include your apartment/unit number if you have one. Not including this can delay your payment, as we need the full address to send your checks.

- For example, if you live in an apartment, you would write "Apt 4B" after the street address if you live in apartment 4B.

### **5. Box 6: City, State, and ZIP Code**

In **Box 6**, write your city, full state, and ZIP code.

### **6. Part 1: Social Security Number**

Under **Part 1**, write your Social Security Number. This is a 9-digit number. If you don't know your SSN, ask your parent or guardian for help.

- It is very important to include your SSN on the form. Not adding it will delay your payment. Also, make sure the name you entered in Box 1 matches exactly the name on your Social Security Card.

### **7. Part 2: Signature and Date**

In **Part 2**, sign your name and write the date. If you are signing electronically, please use a digital signature. A typed name will not be accepted by our payment office.

## **Sending the Form:**

Once you've filled out the form, you have two options for submitting it:

### **● Option 1: Email**

You can email the form to us at our secure email address: [leadersprogram@proton.me](mailto:leadersprogram@proton.me).

- Note: While we ensure the security of our email, we cannot guarantee the security of your email.
- **Option 2: Bring It to the First Group Session**  
You can also bring the completed form to the first group session.
  - **Important:** If we don't receive the form by the first group session, there may be a delay in your first payment. Please make sure to turn it in by then.

If you have any questions or need help filling out the form (especially if you have an unstable housing situation or will be moving to provide an address), please contact our research team at [Flp@bu.edu](mailto:Flp@bu.edu). We are happy to assist you.

Thank you!