

# SC BOO\$T Payment Guide

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Once you receive your email from [donotreply@dss.sc.gov](mailto:donotreply@dss.sc.gov) click the link in the email.

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Here you will fill in your case number that is included in the email.

DSS Provider Portal

/BOO\$T/Bonus Confirmation

### SC BOO\$T Wage Enhancement Bonus Confirmation

**Attention!**  
BEFORE you begin, you will need to complete an I.R.S. Form W-9. The completed Form W-9 must be uploaded in order for you to complete your authorization. You can download the blank form from the I.R.S here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Case Confirmation

To confirm your identity, please provide your case number and the last 4 digits of your SSN:

Case Number: \*  Last 4 Digits of Your SSN: \*  Authenticate

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Then fill in the last 4 of your SSN.

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In the yellow box at the top of the page is a link to a W-9 click on that link that will open a new page.

Click "<https://www.irs.gov/pub/irs-pdf/fw9.pdf>"

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[/BOO\\$T/Bonus Confirmation](#)

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This page will allow you to fill in your information and once complete save it to your computer.

**W-9** Request for Taxpayer Identification Number and Certification

Form (Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/Form990](https://www.irs.gov/Form990) for instructions and the latest information.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/denied entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (e.g., C corporation, S corporation, Partnership) in the space below the box.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any)

5. Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is a married LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

6. Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

7. City, state, and ZIP code

8. List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a married alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

9. Social security number

10. Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person  Date

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/form990](https://www.irs.gov/form990).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1099-T (tuition)
- Form 1099-C (cancelled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

OMB No. 1545-0047 Form W-9 (Rev. 10-2018)

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Then go back to the SC BOO\$T Wage Enhancement Bonus Confirmation page and click the blue "Authenticate" box. Once you click "Authenticate" it will then take you to the next page.

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**Authenticate**

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Here you will enter your full SSN (twice).

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**Authenticate**

**Authorization**

Name:  Phone:  Mailing Address:

Please confirm that the above information is correct. If it is correct, then please provide your complete SSN below:

SSN (8 digits only): \*  Re-enter SSN: \*

**Complete SSN is required**

Now use the Select W-9 File button to upload a copy of your I.R.S. Form W-9. **+ Select W-9 File**

**Save SSN and Upload Document**

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Then click the blue "select your file" box so that you can upload your completed W-9 that you just saved to your computer.

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Once you have uploaded your W-9, click the blue submit button below. Please allow 6 to 8 weeks for your payment to be mailed directly to you.

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