

# Subcontractor Tax Information Update

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Subcontractor Name],

We are writing to request an update of your tax information for our records. Please complete the following details:

## Tax Information Update

**Legal Business Name:** \_\_\_\_\_

**Tax Identification Number (TIN):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

It is important for us to have accurate and up-to-date information on file for tax reporting purposes. Please return this completed form to us by [Insert Deadline].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]