

Subcontractor Tax Reporting Requirements

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, ZIP Code]

Dear [Subcontractor's Name],

We hope this message finds you well. As part of our compliance with federal and state tax regulations, we would like to remind you of the requirements for tax reporting for subcontractors.

Please ensure that you provide the following information by [Insert Deadline]:

- Completed IRS Form W-9, Request for Taxpayer Identification Number and Certification.
- Documentation for any applicable business licenses.
- Confirmation of your business structure (LLC, Corporation, etc.).

All required documentation must be submitted to our office to ensure proper reporting for the tax year. Failure to provide this information may result in withholding of payments until compliance is achieved.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]