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Date:

To:

Fax:

**PLEASE SIGN & SEND BOTH SHEETS BACK AS SOON AS POSSIBLE**

The Internal Revenue Code requires a form 1099 report to be issued to any unincorporated entity (i.e. individual, partnership, sole proprietorship, independent contractor).

Effective January 1, 1984, failure by a payee to provide this information to payer automatically subjects payee to a penalty and also requires payer to withhold 30% of any amount due to the payee. The withheld amount will be forwarded to the Internal Revenue Service.

In order to avoid withholding, please complete the section below and return this letter to the attention of the Accounting Department. If the name or address shown above is not correct please make the necessary changes.

Please check the appropriate box below.

Please complete this section clearly

- 1.        Corporation
- 2.        Partnership
- 3.        Individual/Proprietorship/  
          Independent Contractor
- 4.        Organization Exempt  
          Under Section #501
- 5.        Other B Please explain

FEIN# \_\_\_\_\_

or

If Individual provide

SS# \_\_\_\_\_

and

Name appearing on SS card:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date