



## PAYEE DATA RECORD INSTRUCTIONS - STD204

The Payee Data Record form must meet the following requirements, or it will be returned:

- Complete (information provided must match IRS tax records)
- Legible
- Valid signature (handwritten or verified electronic signature)

*Please review the following to verify the form is complete and filled out correctly:*

### SECTION 2

- The Payee's Legal Business Name line must be completed (can be blank if Sole Proprietor or Individual).
- If Sole Proprietor or Individual, the name corresponding with the SSN must be provide. (Information provided must match IRS records)

### SECTION 3

- Confirm that only ONE 'Entity Type' is selected.
- Confirm that only ONE number is provided. **(If both numbers are filled in, the form and application cannot be accepted.)**

### SECTION 4

- Confirm that one type of resident is selected.

### SECTION 5

- If Sole Proprietor or SSN number is provided, then Authorized Payee must be the individual the SSN number belongs. -be the signee
- 