



**Finance & Utility Department**

360.423.0900 (P)

360.425.9807 (F)

March 14, 2019

City of Kelso Vendors

IRS regulation requires that we issue 1099 forms to certain companies and individuals. In order to accurately prepare these forms, IRS requires that we obtain and maintain form W-9 for all of our vendors.

Therefore, in order to ensure our reporting accuracy, please complete the [W-9 form](#) and return to us by mail, fax, or e-mail.

Mail form to: City of Kelso, Attn: Sharry Hilton, P O Box 819, Kelso, WA 98626.

Fax form to: 360-425-9807, Attn: Sharry Hilton

Or e-mail form to: [shilton@kelso.gov](mailto:shilton@kelso.gov).

Thank you for your immediate attention to this matter.

Sincerely,

Sharry Hilton  
Accounting Manager