

Subject: Request for W-9 Verification and Update

Dear [Agent Name],

We hope this email finds you well. Our team at Azimuth is committed to providing our insurance agents with the best service and support possible. As part of our efforts to improve our processes and ensure that we have accurate information on file, we would like to request your assistance in verifying and updating your W-9 information.

By verifying and updating your W-9 information, you will help us to more quickly provide you with the important tax information that you need.

To assist us in verifying your W-9 information, please follow these steps:

Check appropriate box for federal tax classification of the person whose name is on the Azimuth Agent Agreement. **Only one of the following seven boxes.**

Individual/sole proprietor or single member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Other \_\_\_\_\_

Trust/estate  
 Limited liability company.

Enter the tax classification  Corporation  Partnership  
Note: Check the appropriate box in the line above the tax classification of the single member owner. Do not check LLC if the LLC is classified as a single member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. tax purposes. Otherwise a single member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Review Part 1 of the W-9 form to ensure that either your Social Security Number or Employer Identification Number is correct. Enter your TIN number in the appropriate box. The TIN provided must match the name given online one to avoid backup withholding. For individuals, this is generally your Social Security number SSN.

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or Employer identification number \_\_\_ - \_\_\_\_\_

We appreciate your prompt attention to this matter and thank you in advance for your cooperation. If you have any questions, please don't hesitate to reach out to us at [service@azimuthrisk.com](mailto:service@azimuthrisk.com) or [marketing@azimuthrisk.com](mailto:marketing@azimuthrisk.com).

Best regards,  
Azimuth Team