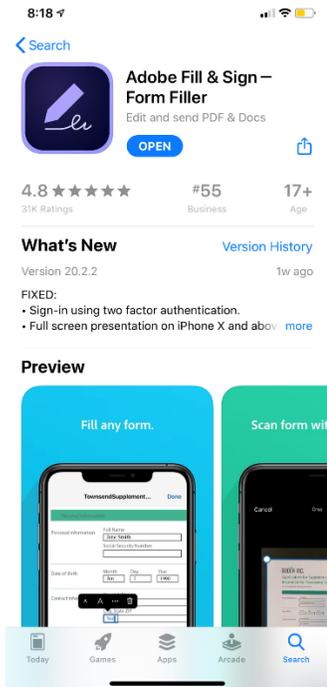


Directions for signing the W-9

1. Download the App “Adobe Fill & Sign – Form Filler”

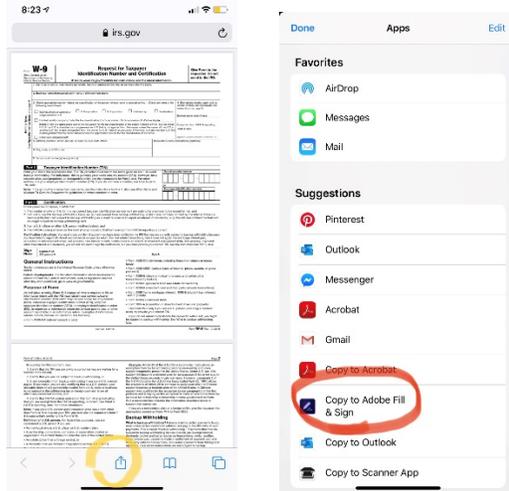


2. Go to the online W-9 form at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

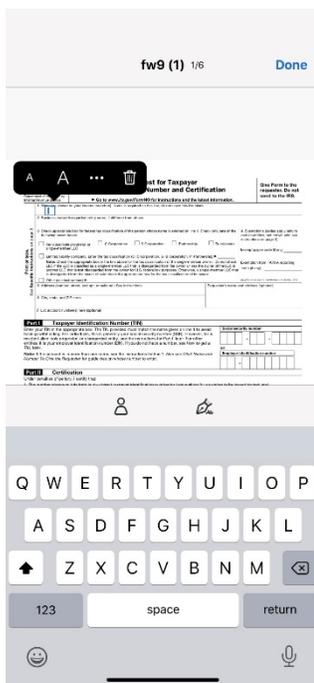
3. Download the form onto your smartphone

(may have to select “More “ for the Apps screen to show up (may need to show the picture of that screen and insert in between the two pictures below

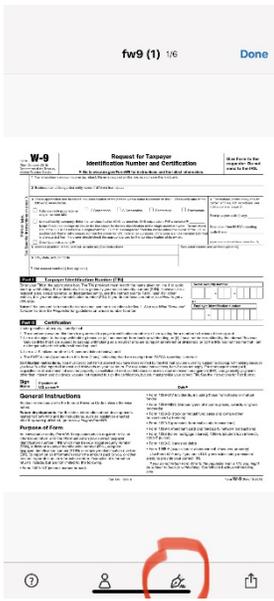
4. and then open with “Copy to Adobe Fill & Sign” (circled below):



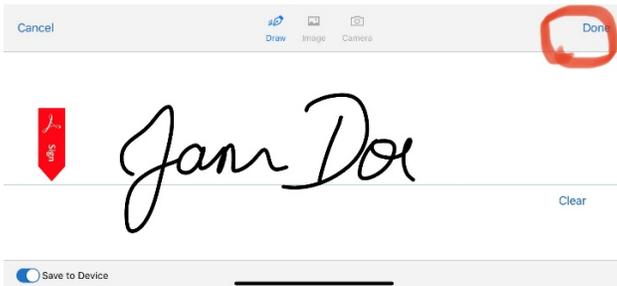
5. Click into the form to add text.



6. Click on the pen at the bottom of the screen to add your signature.



7. Sign on the screen using your finger and click on 'Done'. You can hit 'clear' if you mess up and need to sign again.



8. Drag the signature to the signature block, lining up your signature in the available space.

