

At mertzcrew, it is our responsibility to ensure contracting meets national, state, & local requirements. This guide provides additional information about requirements for Hawaii residents who may contract in mertzcrew. If you still have questions after reading this guide, check out our Support Workbox (it's what we call our Help Center) by logging into your account and clicking 'Help' or email us at tech@mertzcrew.com.

## WHAT IS REQUIRED OF HAWAII RESIDENTS?

To clearly establish a contracting relationship, Hawaii requires that contractors register as a company (LLC, C or S-Corp, or Partnership). Additionally, Hawaii wants to see that a contractor works for multiple clients within a 12-month period. Please note that every state has unique requirements to establish contracting relationships, but Hawaii does have some of the more stringent requirements than other states.

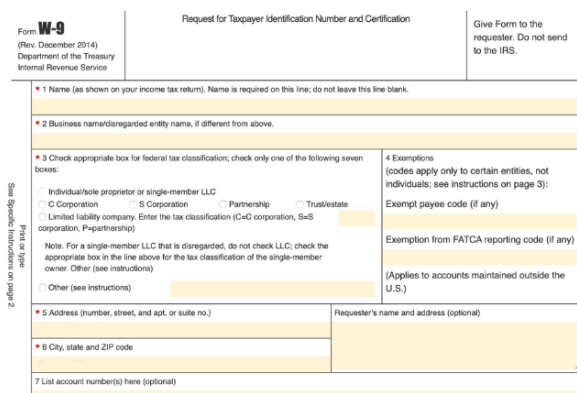
## REGISTRATION:

LLC/C-Corp/S-Corp: Please consult your tax advisor before making any permanent registrations. Once you decide which company structure is right for your particular situation, you can go to the IRS website and apply for an EIN. Registration is free and can typically be completed within the same day. While we can't make specific recommendations, you can find more information at [www.Nolo.com](http://www.Nolo.com)

## APPLICABILITY:

Any Hawaii resident contracted by Mertzcrew: In accordance with Hawaii state law, we do not contract Hawaii residents as an individual, sole-proprietor, or single-member LLC. We know this adds additional administrative steps, but it ensures both contractors & clients are in compliance with Hawaii's requirements.

That's it! Once you are set up, you can expect plenty of support from us to help you submit your services quickly and accurately for timely approval and payment. Thank you!



**Form W-9**  
 (Rev. December 31-14)  
 Department of the Treasury  
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

\* 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

\* 2 Business name/disregarded entity name, if different from above.

\* 3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  S Corporation  Partnership  Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)  
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. Other (see instructions)

\* 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any)  
 Exemption from FATCA reporting code (if any)  
 (Applies to accounts maintained outside the U.S.)

\* 5 Address (number, street, and apt. or suite no.) Requester's name and address (optional)

\* 6 City, state and ZIP code

\* 7 List account number(s) here (optional)