

CJA Panel Attorney Information Form

NCMD-CJA Panel Attorney Information Form and Substitute W-9

7/2018

In order to *Add or Modify* your CJA record, this form must be completed and returned in accordance with the instructions on page 2.

Add New Panel Attorney Record

Modify Existing Panel Attorney Record

Attorney Name: _____
First Middle Last

Attorney Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Payment Mailing Address: _____

CM/ECF Login: _____ Bar Number: _____

NOTE: *If you have a pre-existing agreement with a law firm your CJA income should be reported under the law firm's name and TIN. If you do not have a pre-existing agreement with a law firm, your CJA income should be reported under your name and Social Security number. If you checked the second reporting option, the law firm information must also be complete before your voucher will be processed for payment. You must provide your social security number, even if your CJA income is reported under your law firm's TIN.*

Law Firm Name: _____
(If applicable)

Law Firm Mailing Address: _____
(If applicable)

Social Security/Employer Identification #: _____
(Attorney SSN) (Law Firm EIN)

Payments should be reported to the IRS under:

(Please check one)

- My Social Security Number (SSN) and name.
- The Employer Identification Number (EIN) of the law firm to which I am affiliated.

Type of Organization for 1099 reporting: (check one)

- sole proprietorship; health care provider; corporate entity (*not tax-exempt*); partnership;
- corporate entity (*tax exempt*); government entity (*type in either federal, state or local*) _____;
- other (*explain*) _____.

Certification

Under penalties of perjury, I certify:

1. The number above is my correct taxpayer identification number (or I am waiting for a number to be assigned to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

You must check box next to item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

(Signature)

Date: _____

Definitions:

“Taxpayer Identification (TIN)” is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or employer identification number (EIN). “U.S. person” means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041](#) and [6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract to purchase order. The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor’s relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- The vendor is a nonresident alien, foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- The vendor is an agency or instrumentality of a foreign government.

Return to:
Clerk’s Office
U.S. District Court
Attn: Jamie Sheets
324 W. Market St., Room 401
Greensboro, NC 27401

OR

Return by e-mail:
jamie_sheets@ncmd.uscourts.gov

NO PAYMENTS WILL BE MADE UNTIL THIS COMPLETED FORM IS RETURNED