## APPENDIX B
### PAYEE DATA RECORD

**STATE OF CALIFORNIA - DEPARTMENT OF FINANCE**

**PAYEE DATA RECORD**

(Required when remitting payment from the State of California in lieu of IRS W-9)

B104 (Rev. 6-2003)

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### INSTRUCTIONS
Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.

**NOTE:** Governmental entities, federal, State, and local (including school districts), are not required to submit this form.

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### PAYEE'S LEGAL BUSINESS NAME

(Type or Print)

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### SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.L.)

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### E-MAIL ADDRESS

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### Mailing Address

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### Business Address

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### City, State, Zip Code

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### Enter Federal Employer Identification Number (FEIN):

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**NOTE:** Payment will not be processed without an accompanying taxpayer I.D. number.

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### Payee Entity Type

- **PARTNERSHIP**
- **CORPORATION:**
  - **MEDICAL** (e.g., dentistry, psychotherapy, chiropractic, etc.)
  - **LEGAL** (e.g., attorney services)
  - **EXEMPT** (nonprofit)
  - **ALL OTHERS**

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### Check One Box Only

- **INDIVIDUAL OR SOLE PROPRIETOR**

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### Enter Social Security Number:

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**(SSN required by authority of California Revenue and Tax Code Section 18646)**

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### Payee Residency Status

- **California resident - Qualified to do business in California or maintains a permanent place of business in California.**

- **California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding:**
  - No services performed in California.
  - Copy of Franchise Tax Board waiver of State withholding attached.

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I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.

**Authorized Payee Representative's Name**

(Type or Print)

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**Title**

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**Signature**

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**Date**

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**Telephone**

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Please return completed form to:

Department/Office:

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Unit/Section:

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Mailing Address:

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City/State/Zip:

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Telephone: (___) _______ Fax: (___) _______

E-mail Address:

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