**U.S. Supplier Guide on Bank and Tax W-9 Requirements for Onboarding with K-C**

**Voided Check and Bank Letter – what do I need to know?**

1. The data provided on the Voided Check and/or Bank Letter must be valid.
2. The facility address on the Voided Check and/or Bank Letter must match the address provided on the W9.
3. Provide the following on your **financial institutions letterhead**:
   1. Your company’s name and address
   2. Bank routing and bank account information; these numbers **MUST** match between the documents provided

**How to correctly fill the W9 form? (The W-9 must be less than 3 years old)**

Below is the short instruction that will help you to correctly fill the W9 form:

Graphical user interface

Description automatically generated with low confidence

Diagram

Description automatically generated

