

W9 SPREADSHEET AND FORMS

Eliminate the stress of
getting your Conference
information together at
the end of the year.

Submit your W9 Spreadsheet
and forms quarterly to Elvia:

March 31

June 30

September 30

December 31

All conferences that provide **assistance of \$600 or more for rental assistance during the calendar year Jan 1-Dec 31**, must download and complete the Excel spreadsheet ([Click HERE](#)) and return it to Elvia together with the W9 form/s received from the landlord or vendor at the time of service.

The Excel Spreadsheet and W9 forms can be emailed to Elvia at elvia@sudpchicago.org or mailed to St. Vincent de Paul, 7010 W. 159th Street, Orland Park, IL 60462, Attn: Elvia. If you have any questions, call Elvia at (773) 779-6700, ext. 107.