COMPLETING A W9 WITH GOOGLE CHROME, ADOBE READER, AND MICROSOFT EDGE
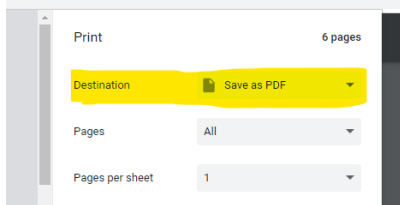
GOOGLE CHROME

1. Follow this link with your Chrome browser
2. Complete the form
3. Click the Chrome browser's controls button — three stacked dots in the top right corner.
4. Select the Print function.
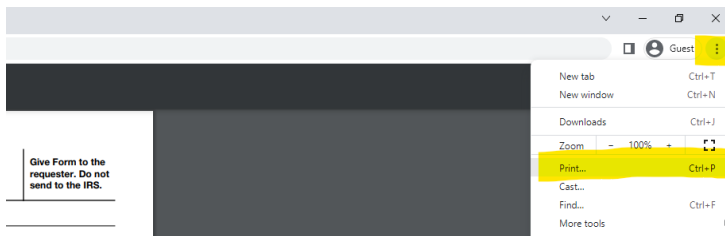
5. Select the Print function.
6. Use the drop-down selector to the right of the Destination field. Choose and click on Save as PDF.

7. Put your name in the file (e.g. jane_smith.pdf) and save the form to your computer in a location that is easy to locate like your desktop or documents.
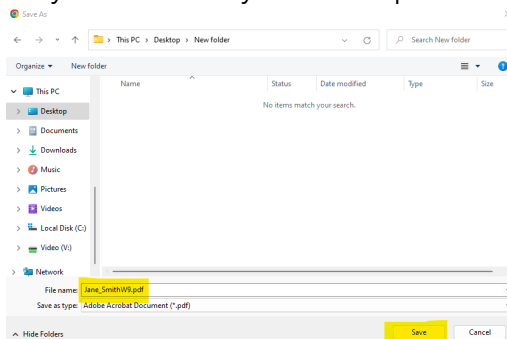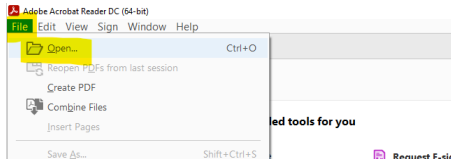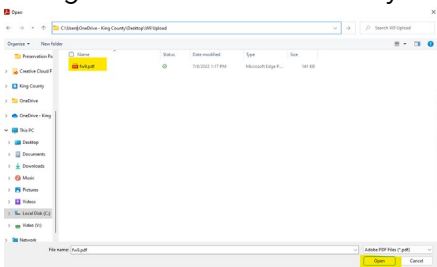
Adobe Reader

If you do not already have the free Adobe Reader, you can download it here: [Adobe Acrobat Reader DC Download](#)
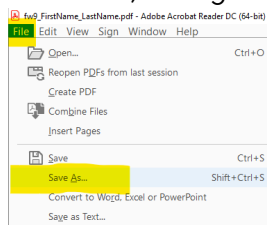
1. [Download the W9](#) in PDF format.
2. Open Adobe Reader.
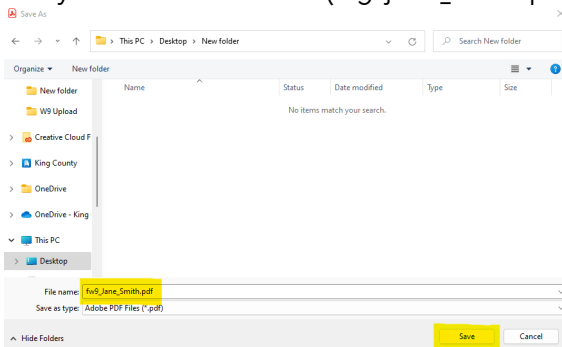3. Go to File, then go to Open in Adobe Acrobat.

4. Navigate to the W9 saved on your computer.

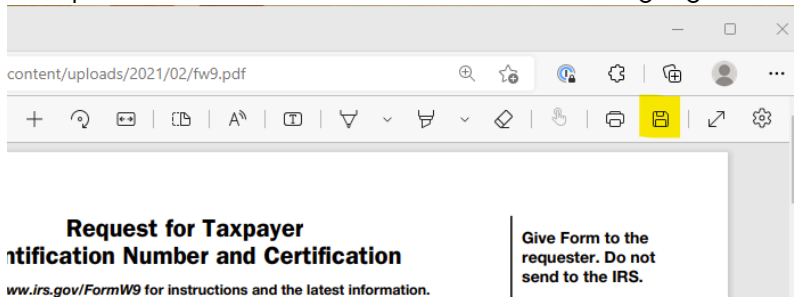

5. Complete the form
6. Go to File, then go to Save As

7. Save the form to your computer in a location that is easy to locate like your desktop or documents.
8. Put your name in the file (e.g. jane_smith.pdf) and save the document.

Microsoft Edge

1. [Download this W9](#) in PDF format.
2. Complete the form and select the Save button highlighted below.

3. Save the form to your computer in a location that is easy to locate like your desktop or documents.
4. Put your name in the file (e.g. jane_smith.pdf) and save the document.