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*Mountain State Fair*  
*NC State Sub W-9*

Procedure: Filling out a NC State Sub W-9

Date: 5/9/2024

Revision:

Date:

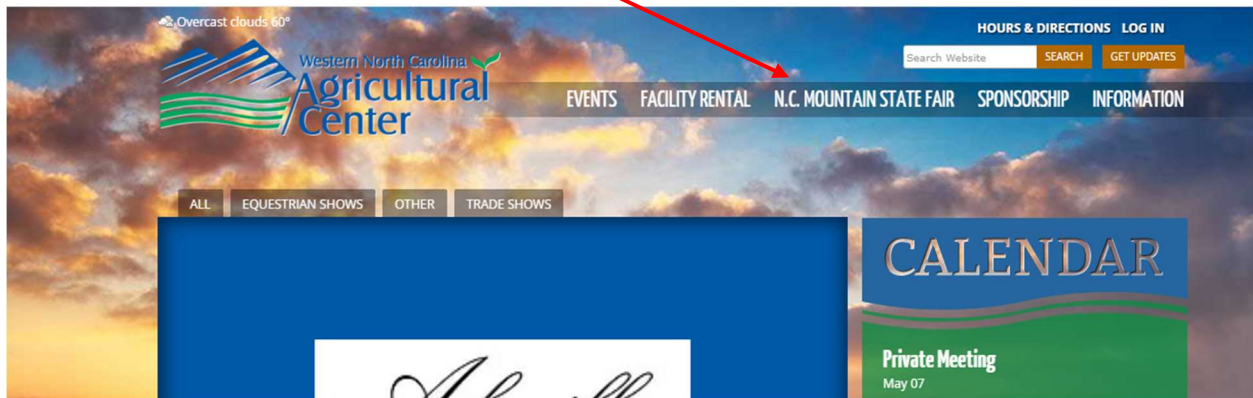
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This procedure is to be used to fill out the NC State Sub W-9 for registration.

**Note: Using your phone for registration can create issues. For best results use a desktop computer.**

Online select the North Carolina Mountain State Fair from the WNC Ag Center Menu

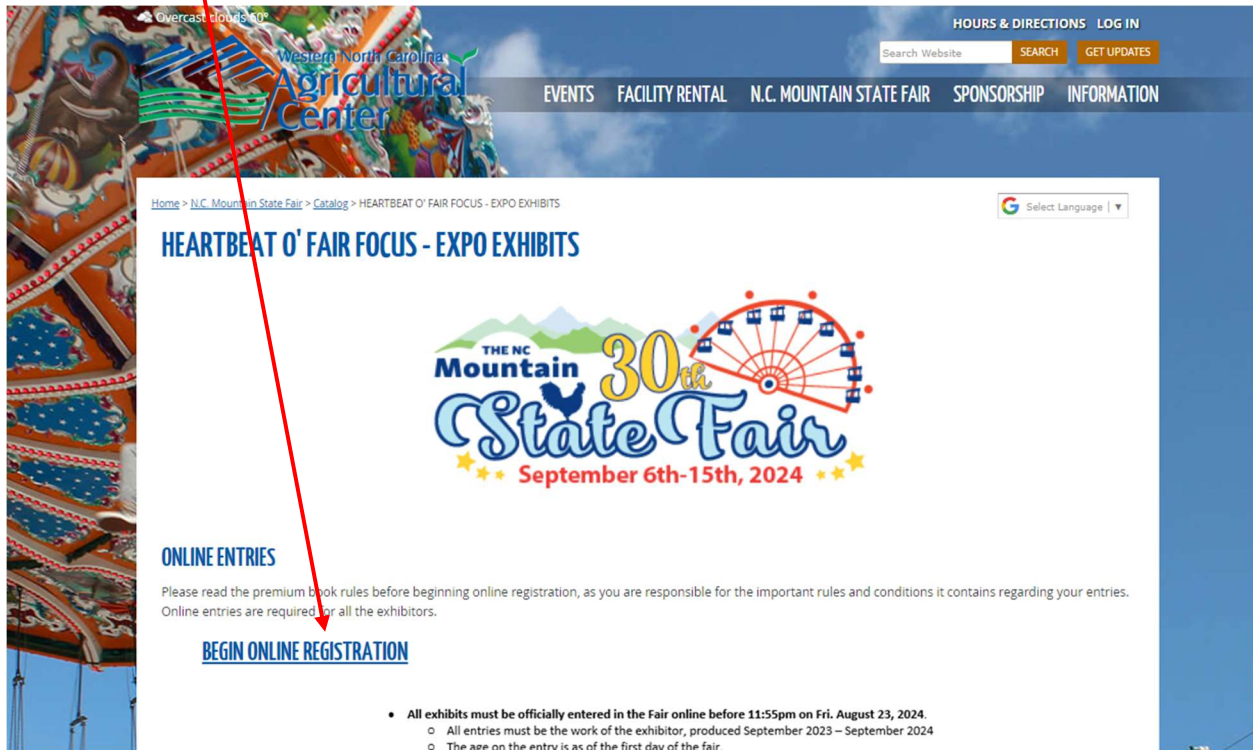


From the pull down, Select Catalog then Heartbeat of Fair Focus – Expo Exhibits



Read all Rules and Regulations before starting the registration procedures before starting the registration process.


Select “Begin Online Registration”



The screenshot shows the website for the Western North Carolina Agricultural Center. The page is titled "HEARTBEAT O' FAIR FOCUS - EXPO EXHIBITS". It features a large logo for "THE NC Mountain 30th State Fair" with the dates "September 6th-15th, 2024". Below the logo, there is a section for "ONLINE ENTRIES" with a sub-header "ONLINE ENTRIES" and a paragraph of text. A red arrow points to the "BEGIN ONLINE REGISTRATION" link. At the bottom, there is a list of rules for online entries.

Home > N.C. Mountain State Fair > Catalog > HEARTBEAT O' FAIR FOCUS - EXPO EXHIBITS

## HEARTBEAT O' FAIR FOCUS - EXPO EXHIBITS



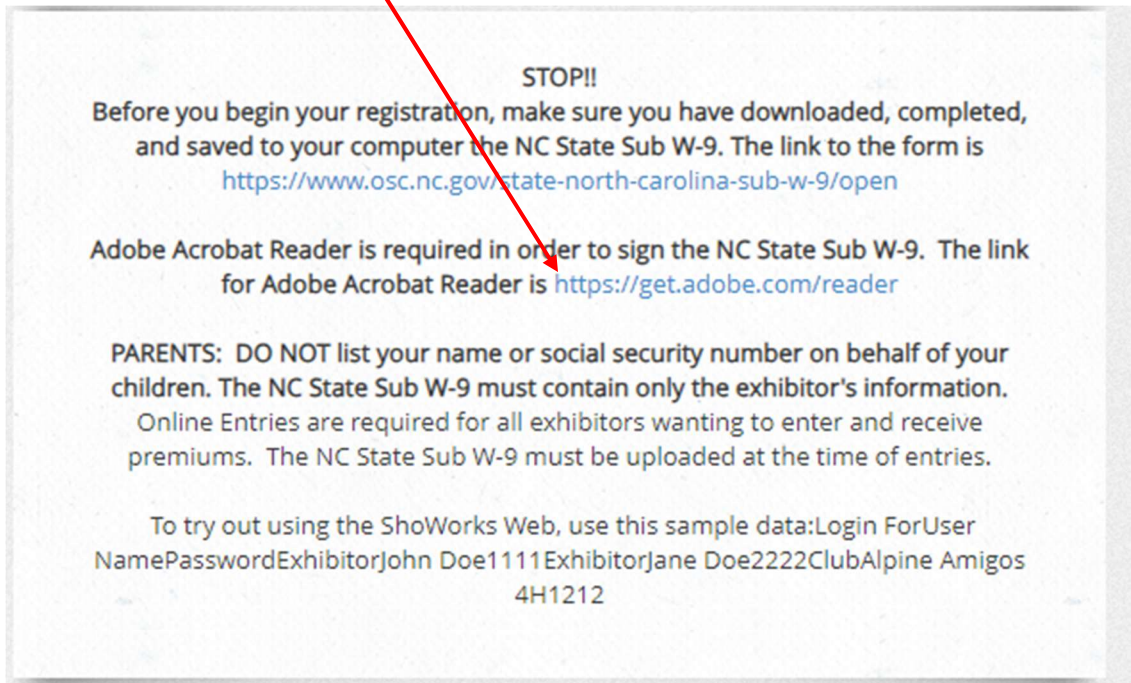
### ONLINE ENTRIES

Please read the premium book rules before beginning online registration, as you are responsible for the important rules and conditions it contains regarding your entries. Online entries are required for all the exhibitors.

[BEGIN ONLINE REGISTRATION](#)

- All exhibits must be officially entered in the Fair online before 11:55pm on Fri. August 23, 2024.
  - All entries must be the work of the exhibitor, produced September 2023 – September 2024
  - The age on the entry is as of the first day of the fair.

**STOP** make sure the Adobe Acrobat Reader is installed on the computer. This program is **FREE** and can be obtained at <https://get.adobe.com/reader>



**STOP!!**

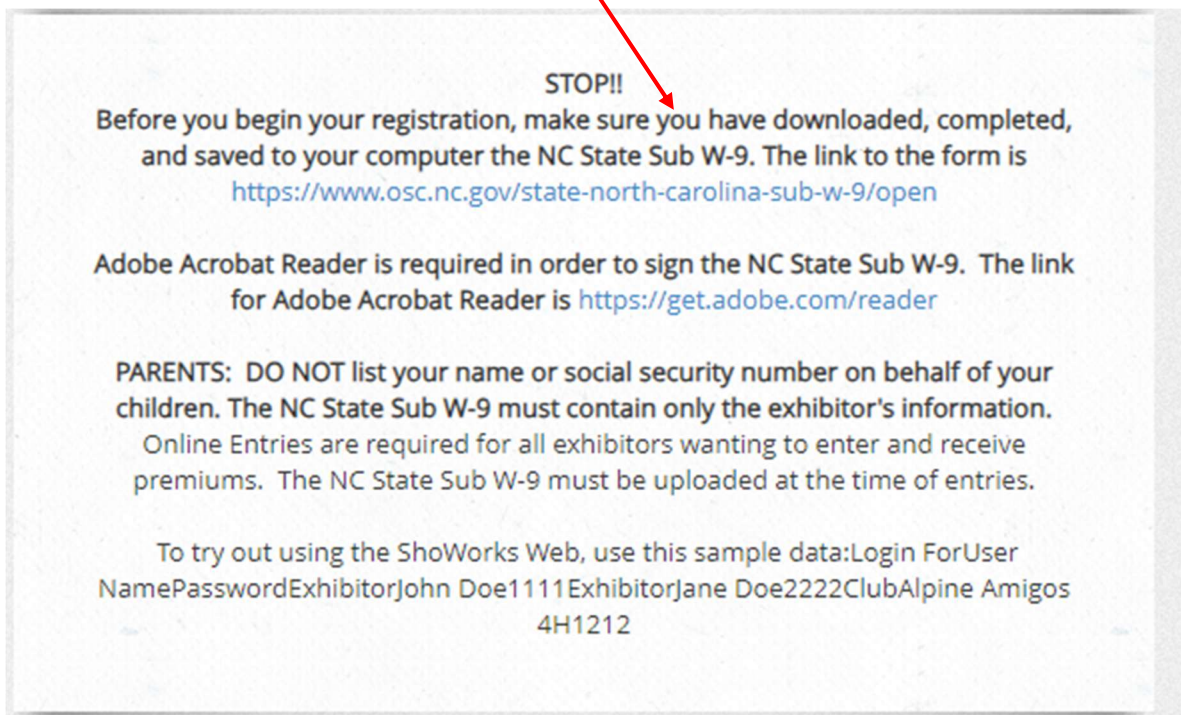
Before you begin your registration, make sure you have downloaded, completed, and saved to your computer the NC State Sub W-9. The link to the form is <https://www.osc.nc.gov/state-north-carolina-sub-w-9/open>

Adobe Acrobat Reader is required in order to sign the NC State Sub W-9. The link for Adobe Acrobat Reader is <https://get.adobe.com/reader>

**PARENTS: DO NOT list your name or social security number on behalf of your children. The NC State Sub W-9 must contain only the exhibitor's information.**  
Online Entries are required for all exhibitors wanting to enter and receive premiums. The NC State Sub W-9 must be uploaded at the time of entries.

To try out using the ShoWorks Web, use this sample data:Login ForUser  
NamePasswordExhibitorJohn Doe1111ExhibitorJane Doe2222ClubAlpine Amigos  
4H1212

**NEXT** download, complete and save the NC State Sub W-9 by click on the link <https://www.osc.nc.gov/state-north-carolina-sub-w-9/open>



**STOP!!**

Before you begin your registration, make sure you have downloaded, completed, and saved to your computer the NC State Sub W-9. The link to the form is <https://www.osc.nc.gov/state-north-carolina-sub-w-9/open>

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NamePasswordExhibitorJohn Doe1111ExhibitorJane Doe2222ClubAlpine Amigos  
4H1212

Open the NC Sub W-9 in Adobe Reader (or ser Reader as your default)

Fill out the NC Sub W-9

The screenshot shows the Adobe Reader interface with the NC Sub W-9 form open. A red arrow points to the top of the form. The form is titled "STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number". It includes fields for Social Security Number (SSN), Employer Identification Number (EIN), and Individual Taxpayer Identification Number (ITIN). It also has sections for Legal Name, Business Name, and Contact Information (Address, City, State, Zip, County, Phone, Fax, Email).

**Special Note:** #13 - "Entity Classification" for Individual Select **"Other"** and below type **"Exhibitor"**. "Entity Classification" for Schools will be "Other" and below "School."

The image shows two side-by-side screenshots of the "13. Entity Classification" section of the form. The left screenshot shows the "Other (specify)" option selected, with "Exhibitor" typed in the text box below. The right screenshot shows the "Other (specify)" option selected, with "School" typed in the text box below. A red arrow points from the "Other (specify)" option in the left image to the "Other (specify)" option in the right image.

**Note:** Even though "Authorized U.S. Signature" has an asterisk, it cannot be filled in at this time.



Select Print after all questions answered.

REV 10/2023  
NC Office of the State Controller  
SUBSTITUTE W-9 FORM  
Request for Taxpayer Identification Number

1. Social Security Number (SSN), OR Employer Identification Number (EIN), OR Individual Taxpayer Identification Number (ITIN)  
2. Unique Entity Identifier or Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)

3. Legal Name (as registered with the IRS - see instructions); Business Name/DBA/Disregarded Entity Name, if different from Legal Name

4. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)

5. Contact Information: Contact Name, Phone Number, Fax Number, Email Address

6. Address (DO NOT TYPE OR WRITE IN THIS FIELD): Address Line 1, Address Line 2, City, State, Zip (9 digit)

Change Destination to “Save as PDF”

Print 3 sheets of paper

Destination: HP Color LaserJet Pro M...  
HP Color LaserJet Pro M452-4 PCL-6 (V4) (Network)  
HP LaserJet M402dn (256F11)  
HP Color LaserJet M452dn (B828C3)  
Save as PDF  
See more...

Pages, Copies, Color, More settings

Note: Even though it has an asterisk, “Authorized US Signature” cannot be filled in at this time.

Select "Save"

REV 10-2023

NC Office of the State Controller  
(IRS Form W-9 will not be accepted in lieu of this form)  
**\*Denotes a Required Field**

**STATE OF NORTH CAROLINA**  
**SUBSTITUTE W-9 FORM**  
**Request for Taxpayer Identification Number**

**Section 1 - Taxpayer Identification**

**\*1.**  Social Security Number (SSN), OR  
 Employer Identification Number (EIN), OR  
 Individual Taxpayer Identification Number (ITIN)

**\*2.** \_\_\_\_\_

**PLEASE THE TAB KEY TO ENTER EACH NUMBER:**

**\*4. Legal Name** (as registered with the IRS - see instructions):

**\*5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:** \_\_\_\_\_

**3. Unique Entity Identifier or Dunn & Bradstreet Universal Numbering System (DUNS)** (see instructions): \_\_\_\_\_

**PLEASE THE TAB KEY TO ENTER EACH NUMBER:**

**Contact Information**

**\*6. Legal Address (DO NOT TYPE OR WRITE IN THIS FIELD):**

**\*7. Remittance Address** (Location specifically used for payment that is different from Legal Address, if applicable)

**\*Address Line 1:** \_\_\_\_\_ **Address Line 1:** \_\_\_\_\_

**Address Line 2:** \_\_\_\_\_ **Address Line 2:** \_\_\_\_\_

**\*City** **\*State** **\*Zip (9 digit)** **City** **State** **Zip (9 digit)**

**\*County** **County**

**\*8. Contact Name:** \_\_\_\_\_

**\*9. Phone Number:** \_\_\_\_\_

**\*10. Fax Number:** \_\_\_\_\_

**\*11. Email Address:** \_\_\_\_\_

**\*12. Entity Type**

Individual/Sole Proprietor/Single-member LLC  C-Corporation  S-Corporation  
 Partnership  Trust/Estate  Other \_\_\_\_\_  
 Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) \_\_\_\_\_

**\*13. Entity Classification**

Medical Services  
 Legal/Attorney Services  
 NC Local Govt  
 Federal Govt  
 NC State Agency  
 Other Govt  
 Other (specify) \_\_\_\_\_

**14. Exemptions (see instructions)**

Exempt payee code (if any): \_\_\_\_\_

Exemption from FATCA reporting code (if any): \_\_\_\_\_

**Section 2 - Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- 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 because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined later in general instructions), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>)

**\*Printed Name:** \_\_\_\_\_ **\*Printed Title:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

**\*Authorized U.S. Signature:** \_\_\_\_\_

Please complete the **Modification to Existing Supplier Records** form if there have been any changes to the following: Tax Identification Number (TIN), Legal Name, Business Name, Remittance Address.

If you would like to receive your payments electronically, please complete the **Supplier Electronic Payment** form.

Return all completed forms to the State Agency from which you are requesting payment.

Print 3 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Save Cancel

Save to the desktop

Save As

« FairEntryGeneral (\\wncag-server-1\Data) (I:) > 2024 > Mary Moore > Trash

Search Trash

Organize New folder

Desktop

Home

Gallery

OneDrive

OneDrive

Desktop

ShoWorks Re

Documents

Ag Center

Name Sub W9.pdf

Date modified 5/9/2024 12:32 PM

Type Adobe Acrobat D...

Size 578 KB

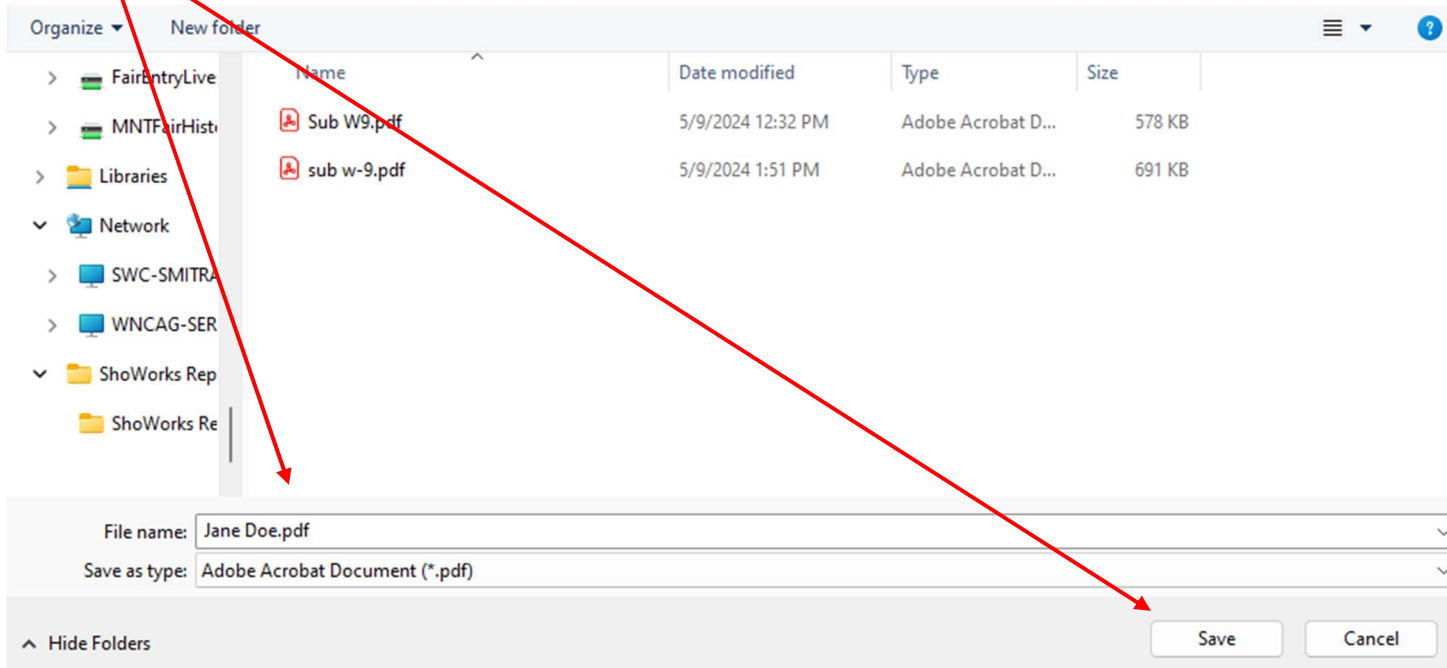
File name: open.pdf

Save as type: Adobe Acrobat Document (\*.pdf)

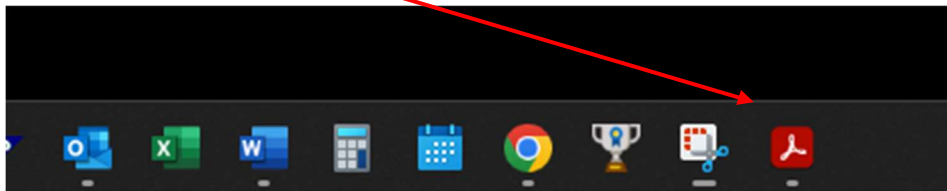
Hide Folders

Save Cancel

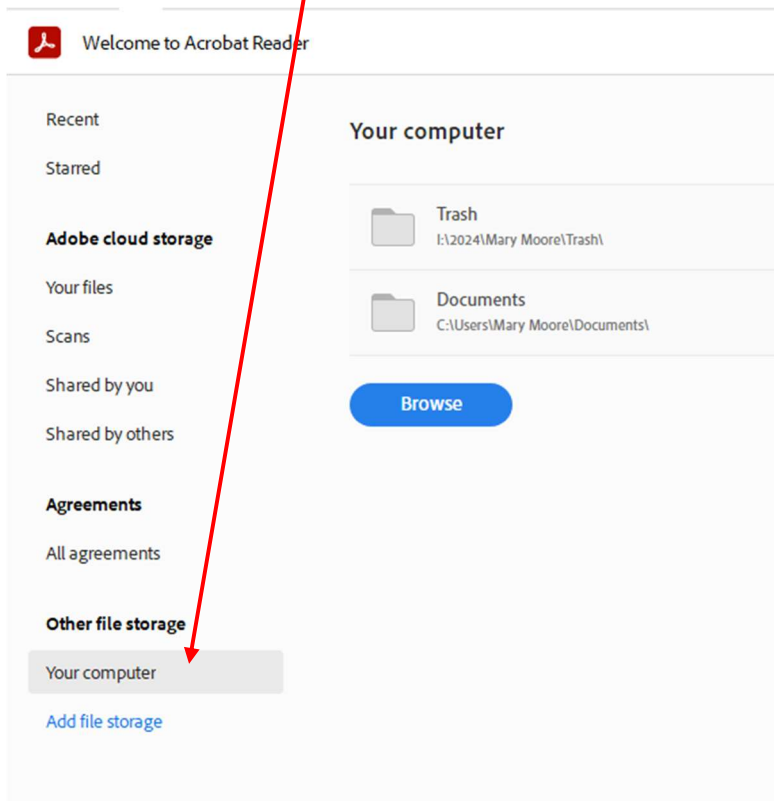
If more than one person will be registered from this computer, it is a wise idea to change the “File Name” to the exhibitor’s name so the correct file can be uploaded. After changing File Name then Save



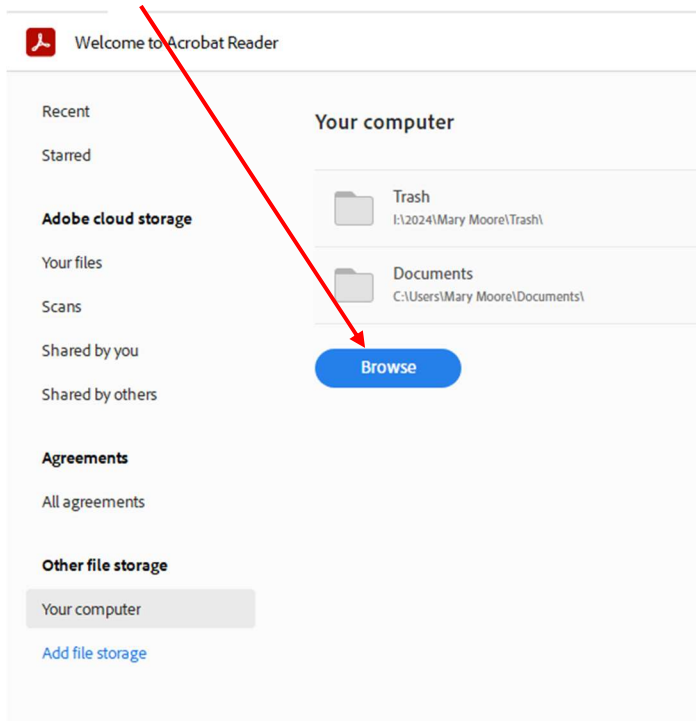
Open “Adobe Reader”



## Select "Your Computer"

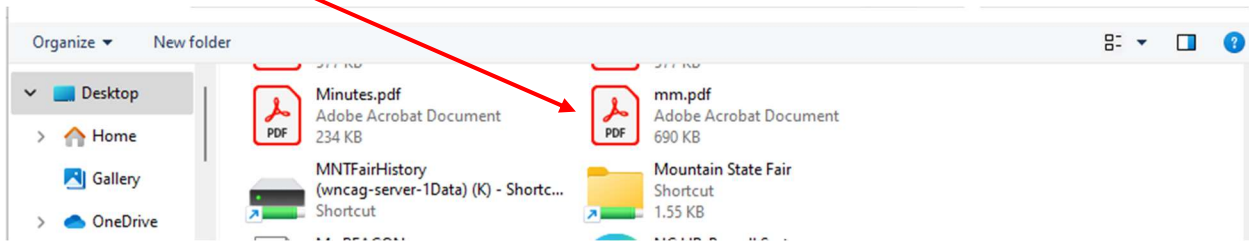


## Select "Browse"

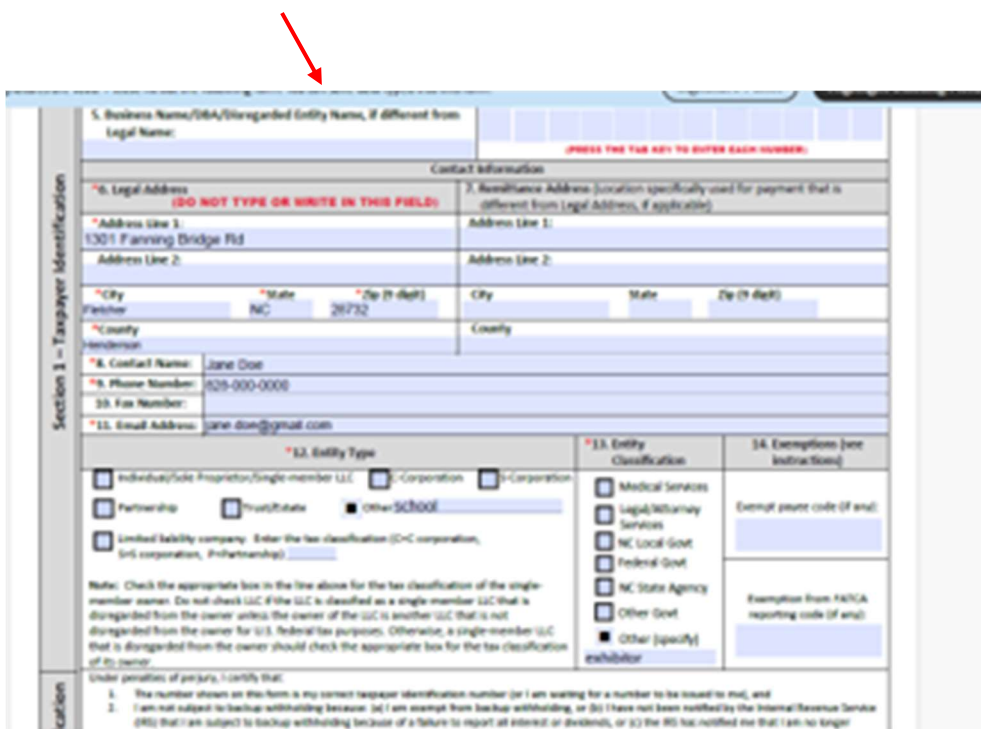




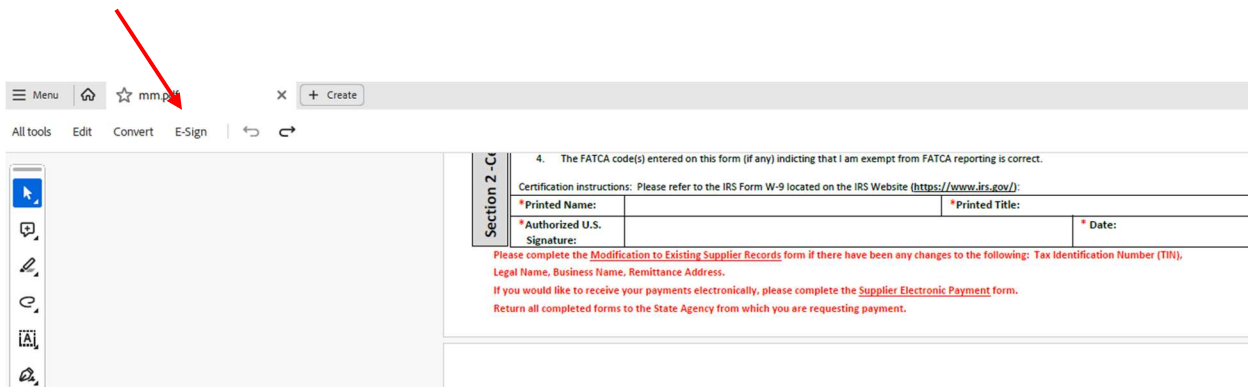
Locate the file on your desktop.



Double click on the correct file to obtain the NC Sub W-9. Then scroll down to signature section.



Select "E-Sign"



Section 2 - Certification	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website ( <a href="https://www.irs.gov/">https://www.irs.gov/</a> ).	
*Printed Name:	*Printed Title:
*Authorized U.S. Signature:	*Date:

Select "Add Signature"

Menu Home mm.pdf x + Create

All tools Edit Convert E-Sign

**E-Sign**

GET E-SIGNATURES FAST

**Request e-signatures**  
Send this document to anyone to e-sign online in 3 easy steps

FILL AND SIGN YOURSELF

X

Add signature +

Add initials +

Section 2 - C

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>):

* Printed Name:	* Printed Title:
* Authorized U.S. Signature:	

Please complete the [Modification to Existing Supplier Records](#) form if there have been any changes to the following: Tax Idem Legal Name, Business Name, Remittance Address.

If you would like to receive your payments electronically, please complete the [Supplier Electronic Payment](#) form.

Return all completed forms to the State Agency from which you are requesting payment.

**NC Office of the State Controller Substitute W-9 Instructions**

**General Instructions**

For General Instructions, please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>).

**Specific Instructions**

Type the name in the grid.

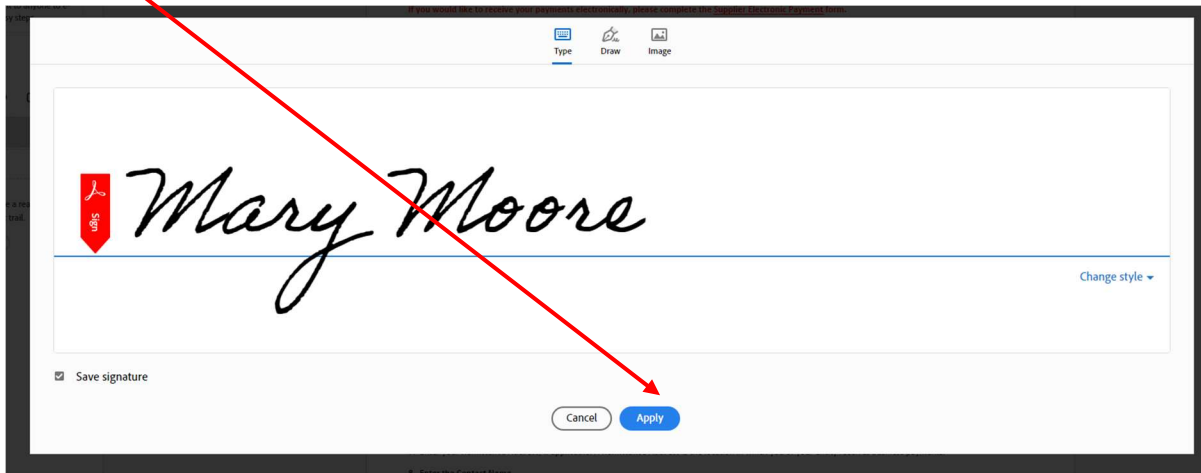
Type Draw Image

Type your name here.

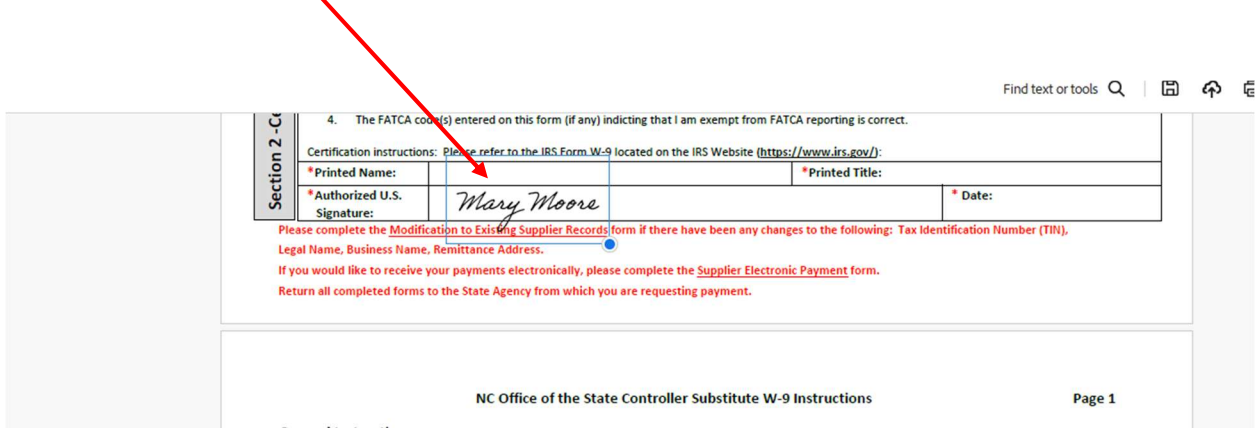
Save signature

Cancel Apply

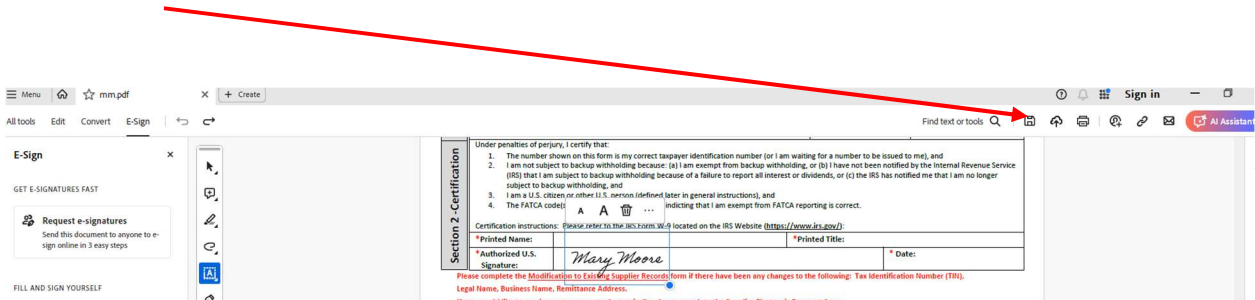
Select "Apply"



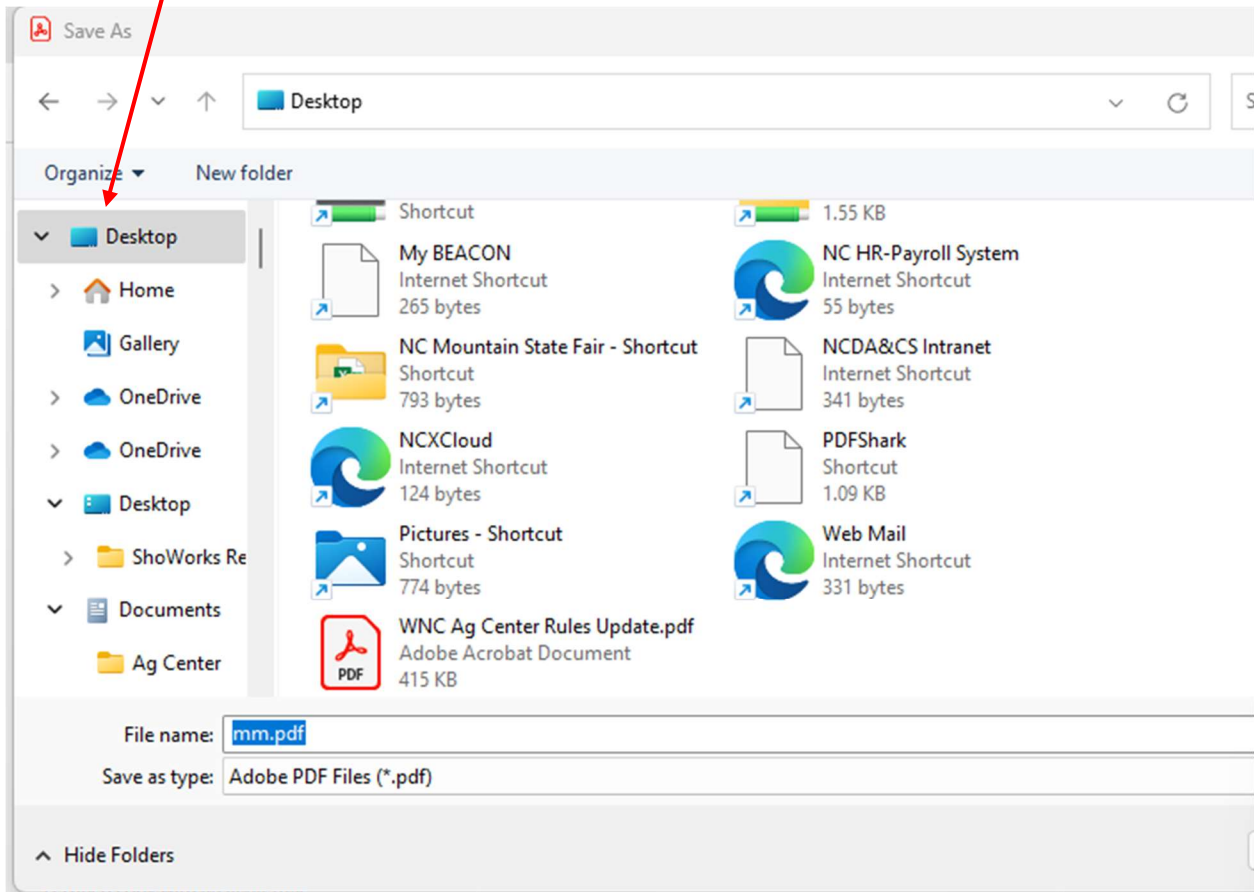
Place the signature text box in the "Authorized US Signature" grid.



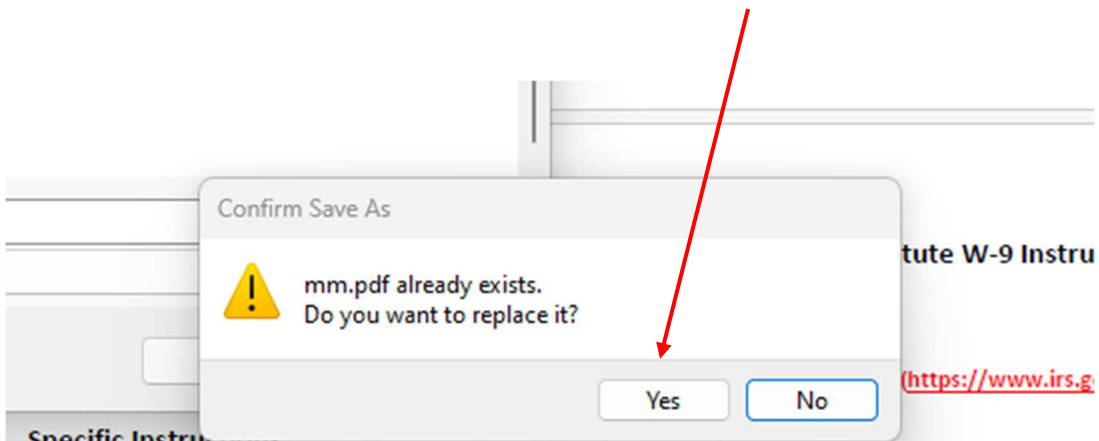
Select "Save"



Save to Desktop



It will ask if you want to replace the original file. Select "Yes"

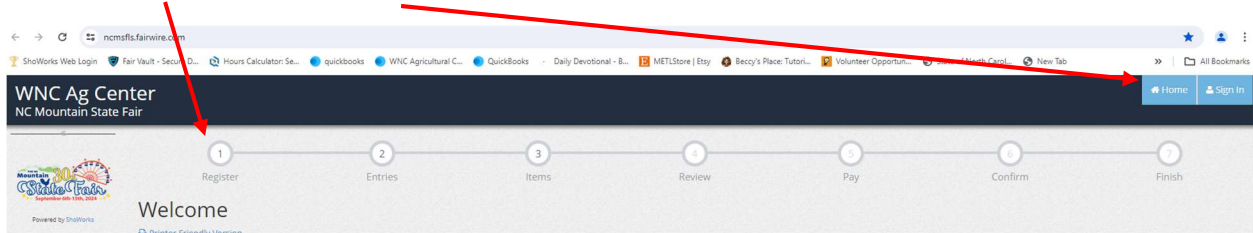


### Specific Instructions

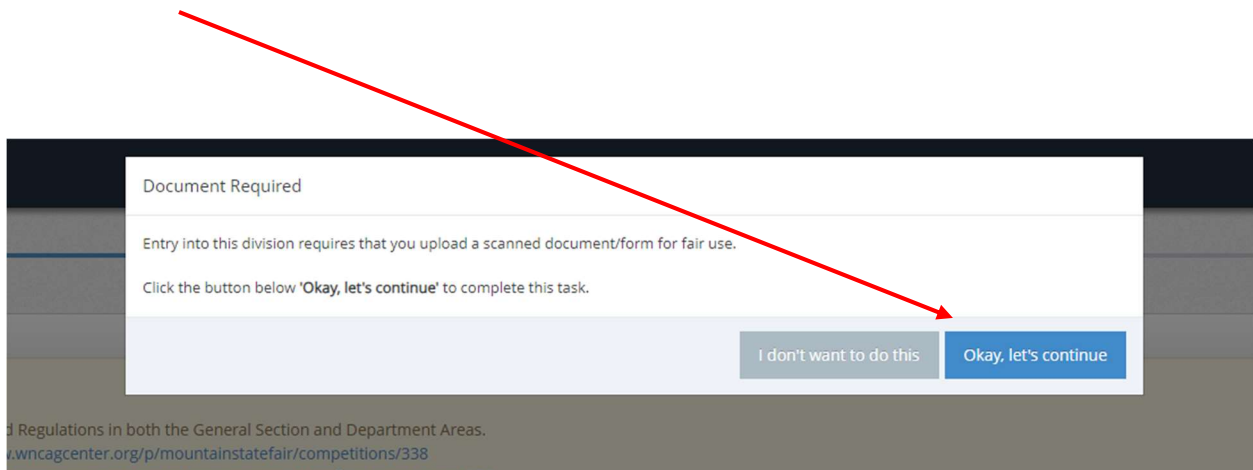
#### Section 1 -Taxpayer Identification

1. Taxpayer Identification Type. Check the type of identification number provided in box 2.

Select #1 “Register” or use Sign In



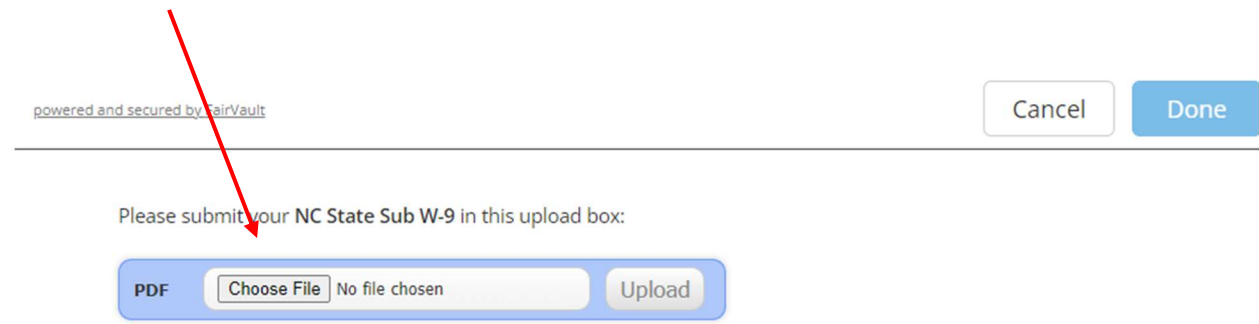
Continue to fill in the correct information going to the next page until “Document Required” . Select “Okay, let’s continue.”



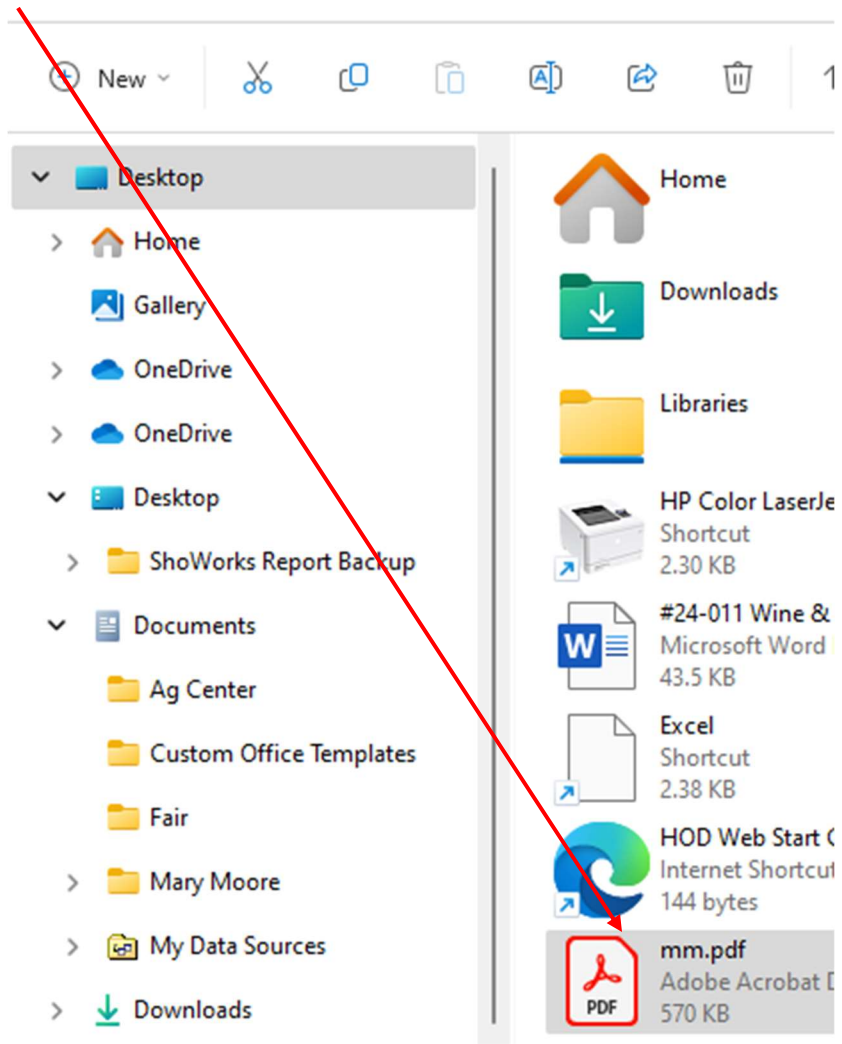
If you select “**I don't want to do this**”, the NC Sub W-9 will not be linked to your file. Therefore, there will be NO Premium paid for your exhibits. North Carolina requires the NC Sub W-9 to pay any premiums.



Select "Choose File"



Select the correct NC Sub W-9



## Select "Upload"

powered and secured by FairVault

Cancel Done

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Please submit your NC State Sub W-9 in this upload box:

PDF Choose File sub w-9.pdf Upload

Name: sub w-9.pdf  
Size: 690.5 KB Type: PDF

Press Upload when ready...

A screenshot of a web-based upload interface. At the top right, there are two buttons: 'Cancel' and 'Done'. Below this is a horizontal line. The main text says 'Please submit your NC State Sub W-9 in this upload box:'. Underneath is a blue-bordered upload box containing a 'PDF' label, a 'Choose File' button, the filename 'sub w-9.pdf', and an 'Upload' button. Below the upload box, the file details are shown: 'Name: sub w-9.pdf', 'Size: 690.5 KB', and 'Type: PDF'. At the bottom of this section, there is a red instruction: 'Press Upload when ready...'. A red arrow points from the 'Upload' button in the upload box to the 'Done' button in the top right corner.

## After "Upload Complete", Select "Done"

powered and secured by FairVault

Cancel Done

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Please submit your NC State Sub W-9 in this upload box:

PDF Choose File sub w-9.pdf Upload

1.35MB/s | 00:00:00 100% 691.2 KB

Upload Complete

A screenshot of the same web-based upload interface, but now showing the upload progress. The 'Upload' button is now disabled and greyed out. A progress bar is shown at 100% completion. Below the progress bar, the upload speed is '1.35MB/s' and the time taken is '00:00:00'. The file size is '691.2 KB'. Below the progress bar, there is a grey button labeled 'Upload Complete'. A red arrow points from the 'Upload Complete' button to the 'Done' button in the top right corner.

Continue with entering entries. Be sure to Save cart before completing the check-out process.

