



MiniCo Insurance Agency, LLC  
 2531 W. Dunlap Avenue • Phoenix, AZ 85021  
 Toll Free: 800-528-1056 • In Arizona: 602-870-1711  
 Fax: 602-861-1094 • Internet: [www.minico.com](http://www.minico.com)

Dear Agent:

Please help us to complete our records for your agency by verifying the agency name and address as shown on the enclosed billing invoice. Please note that IRS regulations require MiniCo to obtain tax I.D. information for the purpose of Form 1099 filings. If information is not applicable, please indicate as such and return form.

Thank you for your assistance.

Accounts Payable Department  
 MiniCo Insurance Agency, LLC

**INFORMATION TO BE COMPLETED BY AGENT**

**LIST ANY CORRECTIONS:**

Legal Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**1. LEGAL FORM OF ORGANIZATION (check one)**

- Corporation Federal Employer Identification: \_\_\_\_\_
- Partnership Federal Employer Identification: \_\_\_\_\_
- Sole Proprietorship

**2. IF SOLE PROPRIETORSHIP, PRINT OWNER'S NAME AND SOCIAL SECURITY NUMBER**

Owner's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**3. IF YOU ARE NOT A CORPORATION, BUT CONSIDER YOURSELF TO BE EXEMPT FROM THE IRS REQUIREMENTS FOR FORM 1099 REPORTS, PLEASE STATE YOUR REASON BELOW:**

\_\_\_\_\_  
 \_\_\_\_\_

**4. AGENCY TELEPHONE NUMBER:** (\_\_\_\_\_) \_\_\_\_\_

**CERTIFICATION:** I CERTIFY THAT THE NUMBER PROVIDED ON THIS FORM IS MY CORRECT TAXPAYER IDENTIFICATION NUMBER.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 TITLE