

Bureau of Child Care
Operations Manager
402 W. Washington Street, Room W386
Indianapolis, IN 46204

Dear CCDF Provider:

The Child Care Development Fund (CCDF) program files tax information with the IRS and must have the legal name and TIN you use for tax purposes. If we do not have this information, or if the information does not match to IRS records, it could lead to a delay of your 1099 tax statement.

You must complete form W9 to file your tax identification with us. A copy of the form is available from the Provider website, under the link, "[W-9 Provider Taxpayer Identification](#)". Complete the form and mail it to:

Bureau of Child Care - W9
Operations Manager
402 W. Washington Street, Room 386
Indianapolis, IN 46204

It is your responsibility to complete and submit a new W9 with correct information. Please make sure you use either your legal name, as found on your social security card, or the name you used to file for your EIN number, as found on your SS-4 form. Because we can only accept forms with one number, do not include both an SSN and EIN number, as you will be contacted to resubmit a new form.

If you have any questions, please feel free to contact the helpdesk at 1-800-320-1332.

Sincerely,

Randy Wagner
Operations Manager