

Division of Radiological Health – **TN X-Files**

Over the past year, our focus at TDEC has been the development of new processes that will make it easier for our customers to do business with us. Using technology as a tool to accomplish this, we have been busy building new applications that will allow you to transact business with us on a schedule that fits your needs – 24 hours a day, seven days a week.

As one of the new applications under development, DRH is pleased to announce the upcoming release of **TN X-Files**, a new application that will allow you to register your x-ray units online, and in the future view or upload inspections. This new application, **TN X-Files** is scheduled to be released in July, 2018.

To use this new service, you will need to be assigned a TDEC ID. A TDEC ID can be assigned to a business or to a sole proprietor or individual who transacts business with TDEC. It really depends on how you want your business with TDEC to be identified.

For example: If you are an individual working for or who owns a business, you will request a TDEC ID for the business using the federal tax id number (FEIN) used to file the company's tax return. If you are an individual who receives personal certifications through TDEC, you would apply for a TDEC ID using one of the requested forms of ID in items 2, 3, or 4 below.

This unique TDEC ID will enable you to use the new DRH online service (and all other future online services as they become available) and will allow TDEC the ability to give you a consolidated view of all business performed with TDEC. To obtain a TDEC ID, you will need to supply one of the following: (1) Federal Employer Identification Number (FEIN) – your business tax id number; (2) Social Security Number; (3) Driver License Number with State; or (4) State Identification Number with State.

If interested in using this new service, please complete the included form and mail it back to ISD at:

Return address: **Tennessee Department of Environment & Conservation**
Attn: Information Systems Division
312 Rosa L Parks Avenue, 2nd Floor
Nashville, TN 37243

Once received, our team will set up your TDEC record and notify you of your TDEC ID.

When the new application is released for use, all customers with a TDEC ID will be notified of the availability of the service. You will then set up login credentials, and you will be ready to go!

Know that you can choose to continue to do business with TDEC through the current mail process. If this is your preferred method, please let us know that you do not wish to establish a TDEC ID. However, should you change your mind at a future date; you can request a TDEC ID at any time.

We are really excited about this new opportunity and hope you will consider using this new service.

If you have any questions or if we can provide any additional information, please feel free to contact us at 615-532-0364 or via email at Division.Radiological.Health@tn.gov

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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 as a result 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.