

Dear Arbitrator Eligible Attorneys,

## **SECOND REMINDER**

The Arbitration Center of the First Judicial District of Pennsylvania is updating its payment and vendor files along with consolidating processes associated with the issuance of payments and the reporting of income. Consistent with this process a completed IRS W-9 form is required of all attorneys who have either received payment in 2014 for serving as an arbitrator or who are on the active list to be called as an arbitrator.

The W-9 form certifies your vendor information and is needed for reporting and issuance of the IRS1099 form. **You must provide your social security number not your firm's EIN number on the W-9 form.**

As a reminder, the Philadelphia County Rules of Civil Procedure, Rule 1302, require that Arbitrators have a principal office in Philadelphia County. If you would like your 1099 form sent to a different address, kindly provide that information in a separate letter. Please do not list that information on the W-9 form as that should indicate your principal Philadelphia office. Here is the link for the IRS W-9 form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .

**Do not return the completed W-9 form by email. Please deliver the completed form to:**

First Judicial District Office of Budget and Fiscal  
395 City Hall Philadelphia, PA 19107  
Attention: Jean Pettigrew

It is imperative that you reference your Attorney Identification Number on the letter submitting the W-9 form. Your submission should be returned within 5 business days. Any delay in receiving the W-9 form may result in a delay of the issuance of a 1099 form by the FJD.

Thank you for your attention to this matter.

Sincerely,  
Maureen Eagen, Esquire  
Director of the Arbitration Center  
1880 JFK Blvd, 5<sup>th</sup> Floor  
Philadelphia, PA 19103