

ADD PAYEE FORM
(FORM OSI - AP - 9)



PURPOSE: To facilitate information needed from each Payee in order to report transactions as required by the PR Treasury Department.

INSTRUCTIONS: All payments issued must be applied to a bill from a valid Payee. Accordingly, please complete the following information in order to properly set you up as a Payee in our accounting system; alchavo.com.

1 Company or Individual information:

a Name _____
Enter legal name, if not incorporated, enter personal name.

b EIN _____
Enter 9 Digit Employer Identification Number, if no EIN, then enter Social Security Number

c Address 1 _____
Address 2 _____
City _____
State _____
Zip Code _____

2 Contact Person:

a Name _____

b Telephone _____

c E-mail _____

3 Payments Type:

a Check delivery on hand

b On Site

d Electronic payment:

Routing Number _____

Account Type _____

Bank Account _____

3 Type of Payments you will receive (mark at least one)

- a** Payments for Services Rendered by Individuals
- b** Payments for Services Rendered by Corporations
- c** Dividends
- d** Interest
- e** Rent
- f** Public Show
- g** Continuing Education for Professions and Trades
- h** Insurance Premiums
- i** Insurance Premium except health or accident plans
- j** Sale of Property
- k** Payments for Virtual and Technology Tools and Other Subscriptions
- l** Payments for Services Rendered Outside of Puerto Rico
- m** Telecommunications
- n** Advertising, Marketing, Promotions
- o** Royalties
- p** Internet and Cable
- q** Other (please specify) _____

COMMENTS:

- a** Payments for Services Rendered by Individuals and Corporations over \$500 respectively, in a natural year will be disclosed to the PR Treasury Department, as applicable.
- b** Payments for Services Rendered by Individuals or Corporations over \$500, in a natural year, are subject to a 10% withholding
Exceptions: Do NOT withhold 10% (mark the applicable reasons and provide additional information, as requested)
 We have a partial or total waiver for only 6%. **(NEED to enclose waiver with this signed form EACH YEAR)**
 We are exempt from this requirements since our payments are for: **Specify number 1 to 18 of list on second page**
- c** Payments for Dividends, Interest and Rent will be disclosed to the PR Treasury Department, as applicable.
- d** Payments for Dividends may be subject to a 15% withholding (as voluntarily determined by the recipient).
 Yes, please withhold 15% on future dividend payments.
- e** Payments for Services Rendered by Individuals or Corporations which are rendered physically in Puerto Rico by Non Resident Individuals or Corporations not engaged in doing business in Puerto Rico, may be subject to higher withholding requirements.
- f** Royalty payments may be subject to different withholdings.

SIGNATURES:

5 _____
Authorized Payee Name

Authorized Payee Signature \ Date

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PAYMENTS THAT NEED TO BE REPORTED BUT ARE NOT SUBJECT TO WITHHOLDING

The following payments, although not subject to withholding, should be reported to the PR Treasury Department;

- 1 Payments made to hospitals, clinics, homes for terminally ill or elderly, and institutions for disabled persons.
- 2 Payments made to exempt organizations, as provided in Section 1101.01 of the Code
- 3 Earnings and profits generated by direct salespersons for the sale of consumer products.
- 4 Payments made to contractors or subcontractors for construction work. The term "construction work" does NOT include services for architecture, engineering, design, consulting or other services of similar nature.
- 5 Payments of services rendered by nonresident individuals or foreign corporations or partnerships not engaged in trade or business in Puerto Rico subject to other withholding requirements.
- 6 Payments for salaries subject to withholding.
- 7 Payments for services to individuals, corporations, or partnerships during the first three (3) years of their commencement of rendering the service activity. This exemption may be enjoyed by the taxpayer only one.
- 8 Payments to the Government of Puerto Rico, its agencies, public corporations and political subdivisions.
- 9 Payments to services to a bona fide farmer.
- 10 Payments made directly ,or through agents, representatives or other intermediaries, to an eligible carrier.
- 11 Payments made by an eligible carrier to a nonprofit entity for purposes of bookkeeping, recording, reporting, and collection of air or sea transportation ticket sales and other related services.
- 12 Payments for ecclesiastic services rendered by a priest or other ministers of the gospel.
- 13 Payments for services rendered outside of Puerto Rico (except to PR Government or its instrumentalities).
- 14 Insurance premium paid - (" Primas de Seguro Pagadas")
- 15 Telecommunication services paid - ("Servicios de Telecomunicaciones Pagados")
- 16 Advertising paid - ("Anuncios pagados")
- 17 Payments for Internet and Cable or Satellite Television Services - ("Pagos por Internet y Cable TV")
- 18 Royalties - "Regalias"