



## Need help with your Form W-9?

Got a question? No problem. Open a support case by clicking the button below. **We're here to help!**

[Seller Help](#)

## Setting or updating your Form W-9

This guide helps you set or update your W-9 tax information.

Walmart uses the information you provide in Form W-9 to report the payments you receive on Walmart Marketplace to the IRS.

Please keep this information updated to be sure your Seller account is compliant with our Seller Agreement. If your information changes, use this form to update your details.

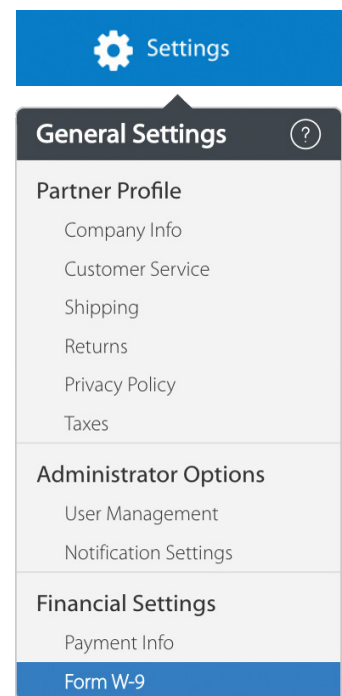


**W-9 setup is required before launch on Walmart Marketplace. Please complete this step ASAP because it can take up to 10 days to verify your Form W-9.**

## Step-by-Step Instructions

### 1 Set up or update your Form W-9

1. In Seller Center, click “Settings” and click “Form W-9.”
2. Form W-9 will contain any existing information we have for your company. Please review each field for accuracy.



**Keep going!**  
Instructions continue on the next page.



## Step-by-Step Instructions

### 1 Set up or update your Form W-9 (Continued)

- If you need to make changes, or if the form is empty, fill out the required fields including: your name, business address, and taxpayer identification number (TIN).



If a field is uneditable, that means we're reviewing your previous changes. See the next page for more information.

- Sign the form by typing your full name into the Signature field. Then, click the checkbox to acknowledge that you understand and agree to the terms of service.
- Click "Save" at the bottom of the page.

### Financial Settings

Don't forget to register with Payoneer and submit your tax information by March 5!

PAYMENT INFO **FORM W-9**

To add or update the Form W-9 information we have on file, please complete all required fields below. If fields are not editable, your changes are being reviewed. Learn about the review process. For help, view detailed instructions.

Name \* (as shown on your income tax return)

Business Name or Disregarded Entity Name (if different from above)



**TIP**

For detailed Form W-9 instructions, download the complete IRS form.

Please do **NOT** submit this IRS form. Only use it for guidance in Seller Center.

**IRS Form W-9**

The image shows the official IRS Form W-9. It includes the title 'Request for Taxpayer Identification Number and Certification' and various fields for providing personal and business information, such as name, address, and tax classification. It also contains instructions for the requester and the taxpayer.

## Step-by-Step Instructions

### 2 Reviewing Changes to Form W-9

1. Changes to fields with a red asterisk are reviewed by our Trust & Safety team and may require re-verification of your credit history and our Partner Program's Terms and Agreements. You can update any field without a red asterisk without review.
2. The review process may take up to 10 ten days. You'll be alerted that we're reviewing your previous update and fields marked with a red asterisk will be uneditable.

A prior update is still in process, you cannot make changes at this time.

3. If the changes are approved, they will be effective immediately. No further action will be needed.

If the changes are unapproved, we'll discard them. Please open a case with Partner Support to further discuss your desired changes.

### Partner Support

4. Finally, after the review process is complete, you'll be notified via email and fields will be available for editing again. That's it!

**Good job!**  
You've completed the Form W-9 Setup guide.





Keep on learning, and let's grow your business!

We're here to help you learn more, faster. Click below to find other QuickStart guides, help articles, and contact Partner Support!

[Seller Help](#)



## Links from this QuickStart Guide

### **Seller Help**

[sellerhelp.walmart.com/seller/s/](https://sellerhelp.walmart.com/seller/s/)

### **IRS Form W-9**

[irs.gov/pub/irs-pdf/fw9.pdf](https://irs.gov/pub/irs-pdf/fw9.pdf)

### **Partner Support**

[sellerhelp.walmart.com/s/contact](https://sellerhelp.walmart.com/s/contact)

