



CERTIFIED MANAGEMENT FIRM

Association Communications, Inc.

... serving Homeowners Associations since 1992

Re: Request for W-9

Dear Vendor:

After careful review of our records our office has found that we do not have a current W-9 on file for your business. Please find attached a prepared W-9 for your business. We ask that you please take a moment to complete and sign the remaining sections and return to our office via fax, mail, and or e-mail.

Thank you for your cooperation and prompt response. If you have any questions regarding this matter please contact me at (925) 283-4900.

Thanks,

Maria Aguayo
ACI Staff Professional

