



## ***Association Communications, Inc.***

*... serving Homeowners Associations since 1992*

**CERTIFIED MANAGEMENT FIRM**

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

