

## MEMORANDUM

TO: State Service Organization (SSO)

FROM: State of Mississippi - Mississippi Governor's Office

DATE: May 15, 2001

Per the sublease agreement between our agencies, we will be responsible for a monthly parking fee in the amount of \$170.73 to equal \$2,048.76 for the term of May 1, 2001 to April 30, 2002.

In order to begin this process, we are required by law to have a W-9 form on file from your agency.

Please fill out the following W-9 form with your agency name, address to send payments to, tax id number and signature.

You may return the W-9 form to us at the address below and you may fax it to us at (601) 576-2791.

As soon as we receive the completed form, we will be able to process a check for you.

Thank you.