



First Judicial District of Pennsylvania

Court of Common Pleas of Philadelphia
Arbitration Center
1880 John F. Kennedy Boulevard, 5th Floor
Philadelphia PA 19103
215-686-9590
215-686-9594 (Fax)
<http://courts.phila.gov>

John W. Herron
Administrative Judge
Trial Division

Charles A. Mapp, Sr.
Chief Deputy Court Administrator
Trial Division

Arnold L. New
Supervising Judge
Trial Division - Civil

Maureen Eagen, Esq.
Director

Dear Arbitrator Eligible Attorneys,

The Arbitration Center of the First Judicial District of Pennsylvania is updating its payment and vendor files along with consolidating processes associated with the issuance of payments and the reporting of income. Consistent with this process a completed IRS W-9 form is required of all attorneys who have either received payment in 2014 for serving as an arbitrator or who are on the active list to be called as an arbitrator.

The W-9 form certifies your vendor information and is needed for reporting and issuance of the IRS 1099 form.

As a reminder, the Philadelphia County Rules of Civil Procedure, Rule 1302, require that Arbitrators have a principal office in Philadelphia County. If you would like your Form 1099 information sent to a different address, kindly provide that information in a separate letter. Please do not list that information on the W-9 form as that should indicate your principal Philadelphia office.

The IRS Form W-9 is attached for your completion. You may also download the form from the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Please return the completed W-9 form to:
First Judicial District Office of Budget and Fiscal
395 City Hall Philadelphia, PA 19107
Attention: Jean Pettigrew

It is imperative that you reference your Attorney Identification number on the letter submitting the W-9 form. Your submission should be returned no later than **October 6, 2014**. Any delay in receiving the W-9 form may result in a delay of the issuance of a 1099 form by the FJD.

Thank you for your attention to this matter.

Sincerely,

Maureen Eagen, Esquire