



2009  
Healthcare  
Missions Conference



KAMHC  
Korean-American  
Health Conference

west coast  
Healthcare Missions  
and Ministry  
Conference



**NOTE:** You DO NOT need to complete the W9 form if you are only being reimbursed for transportation and/or lodging expenses and are receiving no honoraria. (Please see Section 8 for reimbursement of transportation and/or lodging expenses.)

### W9 Instructions

Loma Linda University (LLU) requires completion of the W9 with social or tax ID on any NEW person not previously in the LLU system who is receiving an honoraria payment no matter what the amount.

The due date is August 17, 2009 (one month prior to the conference).

1. Click on this link: <http://healthcaremissions.org/Forms/fw9.pdf>
2. Please type your responses in all of the fields.
3. After completing all of the fields print a copy of the forms and mail them to:

Carol Heppel  
CME Sr Administrative Assistant  
Loma Linda University School of Medicine  
11234 Anderson Street - Room A537  
Loma Linda CA 92354  
909 558 4963  
909 558 0330 FAX

If you have problems please contact Carol at [cheppel@llu.edu](mailto:cheppel@llu.edu)