Evry Health
A Globe Life Company

FAX Cover Sheet

Fax to: Evry Provider Services
Fax Number: (972) 807-0596
Phone Number: (855) 579-3879

To expedite payment of claims, Evry Healthcare providers must fax a clear and legible copy of their W-9 tax form, along with the completed form below. The form must include practice Tax Identification Number (TIN) and National Provider Identifier (NPI), and be used as a cover sheet on top of the W-9 when submitting. Please note this form is for updating tax information only. Claims should not be faxed to Evry Provider Services.

Please fax a completed W-9 and cover sheet to Evry Provider Services at: **1-972-807-0596**.

Provider Name*:	**Provider Office Contact:**
Provider Phone Number*:	**Provider TIN*:**
Provider Fax Number*:	**Provider NPI*:**
Reference Case Number*:	**Group NPI*: (Hospital, Ambulance, Clinic)**
Required Fields. Group NPI is essential for Hospital, Ambulance and Clinics.	**List the financial address on file with the IRS:**

As a reminder, to submit a W-9 tax form, please follow the steps listed below:

1. List your full name and make sure that name matches the exact spelling on any tax forms submitted to the IRS.
2. List your business on the separate line.
3. Write your tax-classification. The IRS includes this all-important line to categorize your tax status.
4. Include your address, the street name, and number.
5. Include your TIN or Social Security Number.
6. Sign your name and include the date. The IRS will note your signature and view it as a declaration that you have verified all the information included on your W-9 form.
7. Return the completed W-9 form and fax cover sheet to Evry Provider Services at 1-972-807-0596.