



The Town of West Warwick is currently seeking Independent Contractors to remove snow/ice during the 2016/2017 fiscal season. IC's must contact the Public Works Department to complete necessary paperwork. Inspection of equipment will be scheduled by DPW.

For further information please call Public works at 822-9225 or stop by 10 Junior Street.



TOWN OF WEST WARWICK · DEPARTMENT OF PUBLIC WORKS

10 Junior Street · West Warwick, Rhode Island 02893-4829

www.westwarwickri.org

Phone: (401) 822-9225

October 18, 2016

ATTENTION: Interested Suppliers of Snow/Ice Control Services

RE: Registration Materials for 2016/2017 Winter Season

Dear Sir/Madam:

In an effort to establish early availability of reliable suppliers of snow/ice control services, the town of West Warwick is looking to secure a list of vendors and those vendors to complete the registration process, including all documentation and equipment inspection before November 30, 2016 for priority consideration.

The enclosed package provides:

I Form - Registration Instructions and Compensation Conditions

R Form - Hourly rates Schedule

E Form - Application Form

DWC-11-1C Form - Designation of Independent Contractor

W9 Form - Request for Taxpayer Identification Number

ALL VEHICLES AND RELATED EQUIPMENT MUST BE INSPECTED FOR THE
2016/2017 WINTER SEASON.

To set up an appointment for inspection or if you have any questions, please contact us at 401-822-9225.

Sincerely,
David Lombardi
Director of Public Works

R-FORM

Town of West Warwick-Department of Public Works
10 Junior Street, West Warwick, RI 02893

WINTER 2016-2017

HOURLY RATES FOR HIRED EQUIPMENT USED ON SNOW AND ICE CONTROL. OPERATOR, FUEL, AND EQUIPMENT MAINTENANCE INCLUDED ON ALL RATES

<u>CLASS CODE</u>	<u>EQUIPMENT VEIDCLE</u>	<u>GROSS WEIGHT PER REGISTRATION RATE</u>	<u>HOURLY</u>
100	TRUCK	5,500 TO 8,500 LBS.***	\$ 42.00
200	TRUCK	8,501 TO 10,999 LBS.	\$ 48.00
250	TRUCK	11,000 TO 16,000 LBS.	\$ 52.00
300	TRUCK	16,001 TO 27,000 LBS.	\$ 55.00
400	TRUCK	27,001 TO 36,000 LBS.	\$ 65.00
500	TRUCK	36,001 TO 45,000 LBS.	\$ 70.00
600	TRUCK	45,001 TO 59,000 LBS.	\$ 75.00
700	TRUCK	59,001 LBS. AND OVER	\$ 80.00
800	FRONT END LOADER	2-1/2 C.Y. TO UNDER 4 C.Y.	\$ 100.00
900	FRONT END LOADER	4 C.Y. TO UNDER 6 C.Y.	\$ 115.00
1000	FRONT END LOADER	6 C.Y. AND OVER	\$ 120.00

THIS SIZE VEHICLE (CODE 100) MUST HAVE ALL WHEEL DRIVE. ADD ON ACCESSORY CODE 010 (\$7.00)

ADD THE FOLLOWING AMOUNTS TO EQUIPMENT RATES FOR THESE ACCESSORIES:

<u>CODE</u>	<u>ACCESSORY</u>	<u>ADD ON</u>
010	ALL-WHEEL DRIVE	\$ 8.00
015	PLOWS LESS THAN 9 FEET	\$ 5.00
020	PLOWS AT LEAST 9 FEET BUT UNDER 10 FEET	\$ 6.00
030	PLOWS AT LEAST 10 FEET BUT UNDER 11 FEET	\$ 8.00
040	PLOWS 11 FEET OR GREATER	\$ 10.00
050	POWER-REVERSIBLE PLOW	\$ 2.50
060	TOTAL RATE FOR WING PLOW COMBINATION	\$ 40.00
GSOC	GROUND SPEED ORIENTED CONTROLS*	\$ 9.80

THE FOLLOWING IS ONLY AN ADD ON BY STORM IF IT IS NEEDED:

065 **	MATERIAL SPREADER 3 C.Y. TO UNDER 5 C.Y. CAPACITY	\$ 15.00
070 **	MATERIAL SPREADER 6 C.Y. TO UNDER 10 C.Y. CAPACITY	\$ 20.00
080 **	MATERIAL SPREADER 10 C.Y. TO UNDER 14 C.Y. CAPACITY	\$ 25.00
090 **	MATERIAL SPREADER 14 C.Y. OR GREATER	\$ 30.00

YOU MUST ANNUALLY PROVIDE AN ORIGINAL CERTIFICATION OF CALIBRATION SHOWING THAT THIS SPREADER HAS BEEN CALIBRATED FOR THE TRUCK ON WHICH IT WILL BE USED. THE DEPARTMENT WILL PERFORM PERIODIC INSPECTIONS FOR PROPER APPLICATION RATE. PAYMENT WILL NOT INCLUDE THIS CODE UNLESS THE SPREADER IS CALIBRATED.

MANUFACTURER'S WATER LEVEL CAPACITY OF BODY WITHOUT SIDEBARDS. BODY TYPE SPREADERS SHALL BE CAPABLE OF APPLYING VARIOUS MATERIALS AT VARIOUS RATES OF SPEED

Vehicle Make: _____ Vehicle Model: _____
Vehicle Year: _____ Vehicle Color: _____
Registration#: _____

Class Code: _____	Hourly Rate: \$ _____
Accessory Code(s): _____	Add On: _____
_____	_____
_____	\$ _____
_____	\$ _____
	\$ _____

Total Hourly Rate for Vehicle: \$ _____

(PLEASE READ I-FORM; INSTRUCTION SHEET)

IN SIGNING THIS APPLICATION, I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH ANY AND ALL DIRECTIVES CONTAINED IN THE ATTACHED 2-PAGE DOCUMENT:

OWNER'S
SIGNATURE: _____ DATE: _____

NAME AND ADDRESS OF OWNER:

PLEASE LIST ALL TELEPHONE NUMBERS (MUST INCLUDE 24-HR. EMER. TELEPHONE#)

*Please supply the following:
If vehicles are owned by an Individual, Social Security Number: _____
If vehicles are owned by a Company, FEIN# _____

Please attach copies of current registration, insurance, and drivers' license.

Please use a separate E-FORM for each vehicle.

State of Rhode Island, Department of Labor and Training, Division of Workers' Compensation
P.O. Box 20190, Cranston, RI 02920-0942
Phone (401) 462-8100 TDD (401) 462-8084 www.dlt.ri.gov

NOTICE OF DESIGNATION AS INDEPENDENT CONTRACTOR PURSUANT TO RIGL §28-29-17.1

PLEASE READ OTHER SIDE

WARNING

No one can force you to sign this form. When you sign this form you are stating that you are an independent contractor and in the event of injury, are not entitled to workers' compensation benefits.

* (Name) _____ Soc. Sec. No. _____
* Business Name _____ FEIN _____
_____ Business License No. _____
Address _____ Date of Birth _____

I declare that I am an independent contractor pursuant to RIGL §28-29-17.1 and, therefore, I am not eligible for nor entitled to Workers' Compensation benefits pursuant to Title 28, Chapters 29-38, of the Workers' Compensation Act of the State of Rhode Island for injuries sustained while working as an independent contractor for the hiring entity named below. This designation will remain in effect while performing services for the named hiring entity or until a withdrawal of designation as independent contractor form is filed with the Department of Labor and Training.

* Hiring Entity Name Town of West Warwick Soc. Sec. No. _____
Department of Public Works FEIN 05-6000583
* Address 10 Junior Street Business License No. _____
West Warwick RI 02893

Warning! This form is for purposes of Workers' Compensation only and completion of this form does not mean that you are an Independent Contractor under the rules, regulations or statutes of the Internal Revenue Service or the RI Division of Taxation. Information on this form will be shared within the Dept. of Labor and Training, the RI Division of Taxation and the Internal Revenue Service.

Independent Contractor: _____
Signature Date

A hiring entity that knowingly assists, aids and abets, solicits, conspires with or coerces an employee to misrepresent the employee's status as an independent contractor may be subject to criminal prosecution under RIGL §28-33-17.3.

*** This information is available to the public including the Hiring Entity's Workers' Compensation Insurance Carrier.**

The Department will mail a confirmation of this filing to the independent contractor within five business days. If you have any questions, call 462-8100, option 5.

DWC-11-IC Reverse Side

This is a form DWC11-IC, Designation of Independent Contractor. This means that you have stated that you are an independent contractor NOT an employee and are NOT eligible for Workers' Compensation benefits.

Many factors are considered when determining whether someone is an employee or an independent contractor. Some of those factors are: independent contractors set their own work hours, have their own tools and work when and for whom they choose.

An employer generally does not have to withhold or pay any taxes on payment to independent contractors, such as social security, Medicare, unemployment and Temporary Disability Insurance (TDI).

This form is for purposes of Workers' Compensation, and completion of this form does not mean that you are considered an Independent Contractor under the rules, regulations or statutes of the Internal Revenue Service or the R.I. Division of Taxation.

SHOULD YOU HAVE ANY QUESTIONS ABOUT WHETHER YOU ARE AN INDEPENDENT CONTRACTOR OR AN EMPLOYEE, PLEASE CONTACT THE RI DIVISION OF TAXATION AT (401) 222-3682, OR THE US GOVERNMENT INTERNAL REVENUE SERVICE AT 800-829-1040.

IF YOU FEEL YOU HAVE BEEN COERCED OR FORCED TO SIGN THE INDEPENDENT CONTRACTOR FORM, REPORT THIS TO THE WORKERS' COMPENSATION FRAUD AND COMPLIANCE UNIT AT (401) 462-8100, option 7.

When your work as an independent contractor ends with this employer, complete and return the form titled Notice of Withdrawal of Designation as Independent Contractor, DWC-11-ICR, to the Dept. of Labor and Training, Division of Workers' Compensation.

If you have a question, contact the Division of Workers' Compensation at (401) 462-8100, option 5. For further information, contact the Workers' Compensation Information Line at (401) 462-8100, option 1.

INSTRUCTIONS TO PROSPECTIVE VENDORS FOR WINTER STORM OPERATIONSCONDITIONS COVERING COMPENSATION

1. Hired equipment shall be required to log in and out in the DPW office. Compensated time will begin only when the hired equipment is on Town time designated by the time card. No compensatory time is allowed for the attachment or detachment of plowing equipment, for travel, stand-by, breakdown, or meals.
2. Hired equipment shall meet minimum safety standards. Safety lighting on all hired equipment must conform to Town requirements. The Town reserves the right to refuse the use of a piece of hired equipment if in the opinion of a supervisor, the equipment is not able to do the job required. To qualify for approval, your vehicle(s) must pass an inspection with equipment attached. You must call the Town's Fleet Maintenance Manager, David Lombardi, at telephone number 401-822-9225 to arrange for this inspection.
3. The vendor shall be in compliance with the applicable provisions of the State Workers' Compensation Insurance. The owner agrees to accept all responsibility for liabilities incurred by the rented equipment during the term of operations to which it is assigned. The owner further agrees that the Town of West Warwick, the Director, his agents, and employees be held harmless from any and all claims and actions whatsoever that arise from his/her operations (DWC-11-IC FORM).
4. To insure adequate response, all vehicles must be equipped with a cellular telephone. This information must be included on the E-FORM.

PLEASE SUPPLY THE FOLLOWING

1. Fill out the E-FORM listing equipment that is available for hire by the Town of West Warwick using Codes and Rates found on the R-FORM. Please sign the E-FORM. Send us the original E-FORM, not a copy.
2. DWC-11-IC FORM
3. Valid vehicle registration
4. Title, bill of sale, or other proof of ownership for non-registered equipment
5. Certificate of Insurance (standard form) from your insurance company designation Town of West Warwick, Department of Public Works, 10 Junior Street, West Warwick, RI as the holder, and showing itemized evidence of commercial insurance coverage limits for:
 - General liability
 - Auto liability
 - Workers' Compensation (if applicable)

6. This office must be notified of any changes made involving vehicles or accessories and/or changes of address.
7. NO PAYMENTS WILL BE MADE TO VENDORS NOT SUPPLYING THE NECESSARY FORMS.

REPORTING TO WORK/ PAYMENT PROCESSING

- I. When a vendor is called to start work, they will be offered a minimum of four hours of work. Their driver must "report to the DPW office to accept assignment and **log in** a start time: within one hour of the vendor's receiving the call to report. Failure to report within one hour of call-in will annul the four hour minimum guarantee.
 2. When a vehicle is notified to end work, DPW PERSONNEL will simultaneously "**log out**" the vehicle.
 3. The vendor must submit an INVOICE to the DPW office. Payments will only be processed AFTER the Invoice is received.
 4. If you have any questions, please do not hesitate to contact the Department of Public Works between the hours of 7 AM to 3 PM.
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withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are

W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or any partnership income from a U.S. trade or business is not subject to the

• A domestic trust (as defined in Regulations section 301.7701-11).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on their foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat.No. 10231X

Form W-9 (Rev. 8-2013)

See page 1

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China Income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II Instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Spec/a/ rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, **Individuals** (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1-An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(n if the account satisfies the requirements of section 401(f)(2)
- 2-The United States or any of Its agencies or instrumentalities
- 3-A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4-A foreign government or any of Its political subdivisions, agencies, or instrumentalities
- 5-A corporation
- 6-A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7-A futures commission merchant registered with the Commodity Futures Trading Commission
- 8-A real estate investment trust
- 9-An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10-A common trust fund operated by a bank under section 584(a)
- 11-A financial Institution
- 12-A middleman known in the investment community as a nominee or custodian
- 13-A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ●● ,	THEN the payment is exempt for ●●●
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A-An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B-The United States or any of Its agencies or instrumentalities
- C-A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D-A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E-A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F-A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G-A real estate investment trust

H-A regulated Investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I-A common trust fund as defined in section 584(a)

J-A bank as defined in section 581

K-A broker

L-A trust exempt from tax under section 664 or described in section 4947(a)(1)

M-A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer Identification number (ITIN). Enter It in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if Items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code earlier*. Signature requirements. Complete the certification as indicated in Items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.
2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.
4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN... Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ϕ
4. a. The usual revocable savings trust (granter is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
6. Granter trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ¹
For this type of account	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Granter trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

²Circle the minor's name and furnish the minor's SSN.

^aYou must show your individual name and you may also enter your business or "DBA" name on the ϕ business name/disregarded entity name line. You may use either your SSN or EIN ϕ you have one), but the IRS encourages you to use your SSN.

¹List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN to the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Spec/a/ rules for partnerships on page 1.

^{*}Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employers are protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.