



NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION

- Complete the application in full, do not leave any part of the application blank.
- All volunteer pledged hours require an original signature from the pledging resident.
- If any questions do not apply to your project or event, write or type “N/A.”
- Additional sheets may be used if necessary.
- Submit the completed application to the City of Denton at 215 E. McKinney St. or email a PDF with all supporting documents to pz@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City’s website.
- All grant funds shall be awarded/ or paid only to groups identified with a particular Denton neighborhood.
- An example of an approved grant application can be found at the end of this document.
- If you still have questions regarding this grant or the application, please call (940) 349-8541 or visit www.cityofdenton.com/neighborhoodplanning.

1. Project Title

2. Name of Neighborhood Association or Group

3. Name of Partner (if applicable)

4. The number of Households in your Neighborhood Association or Group _____

5. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program? ☐ Yes ☐ No

6. Federal Tax I.D. number (if applicable)

7. Name, address, phone numbers, and email of **Neighborhood Association or Group** contact person(s):

- a. Name: _____
- b. Mailing Address: _____
- c. City and Zip code: _____
- d. Phone Number: day _____ evening _____
- e. Email: _____
- f. Signature: _____ Date _____

8. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

- a. Name: _____
- b. Mailing Address: _____
- c. City and Zip code: _____
- d. Phone Number: day _____ evening _____
- e. Email: _____
- f. Signature: _____ Date _____

9. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

- a. Name: _____
- b. Mailing Address: _____
- c. City and Zip code: _____
- d. Phone Number: day _____ evening _____
- e. Email: _____
- f. Signature: _____ Date _____

10. Check one or more of the appropriate category your project falls within:

☐ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

11. Project Description (describe needs, location, partnerships, and expected results).

[illegible]

12. Budget Information

- a. Total project expenses: \$ _____
- b. Total amount of money requested (up to \$10,000): \$ _____
- c. Neighborhood Match
1. Neighborhood Association Matching Funds: \$ _____
2. In-kind donations/Services
- Volunteer Hours - A minimum **25 percent** of Neighborhood Match must come from volunteer hours, at a rate of **\$18 per hour**. For example, 25 percent of a \$10,000 matching grant is \$2,502, a total of 139 volunteer hours would be required.
 - Volunteer Hours _____ x \$18.00 = \$ _____
 - Monetary Donations \$ _____
 - Donated Materials or Supplies \$ _____
 - Donated Professional Services \$ _____
- Total amount of Neighborhood Match: \$ _____

13. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.

[illegible]

14. Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed and Events/Programs held by September 1st).

15. Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.

16. Explain how your project promotes maintenance of the neighborhood and improves the public safety and improves public health residents by preserving and enhancing the environment.

17. Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.

18. Explain how your project promotes “neighborhood,” builds relationships, and promotes cooperation among neighbors?

19. Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?

20. Provide the criteria your group has established in order to measure the success of your project or event.

21. Describe the long-term maintenance required for the project, who will perform the maintenance, and how often. (*Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.*)

Please note in addition to a completed application, the following are required **BEFORE** the project:

- ☐ Attend a Neighborhood Project Matching Grant Workshop
- ☐ Volunteer Hours Pledge Sheet:
 - A minimum 25 percent of the Neighborhood Match must come from volunteer hours
 - Original signatures from all pledging residents are required
- ☐ W-9 Form
- ☐ Neighborhood Project Matching Grant Agreement
- ☐ City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- ☐ Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- ☐ Final Project Report (no later than 30 days upon completion of the project)
- ☐ Financial Records (invoices, original receipts, contracts, etc.)
- ☐ Photos of finished Project or of Program

VOLUNTEER HOURS PLEDGE SHEET

Project Title: _____

Name of Neighborhood Association or Group:

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED	ORIGINAL SIGNATURES

NEIGHBORHOOD MATCHING GRANT APPLICATION FORM (EXAMPLE) AND SUPPORTING DOCUMENTS



- Complete the application in full, do not leave any part of the application blank
- If any questions do not apply to your project or event, write or type "N/A"
- Additional sheets may be used if necessary
- Submit the completed application to the City of Denton at 215 W. Hickory St. or email a PDF with all supporting documents to pz@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City's website.
- If you have questions regarding this grant or the application, please call (940) 349-8541.
- For additional information, visit www.cityofdenton.com/neighborhood

1. Project Title Amenity Center / Common Area Upgrade
2. Name of Neighborhood Association or Group
Sundown Ranch HOA
3. Name of Partner (if applicable)
NA
4. The number of Households in your Neighborhood Association or Group 552
5. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program? ☐ Yes ☒ No
6. Federal tax I.D. number (if applicable)

7. Name, address, phone numbers, and email of **Neighborhood Association or Group** contact person(s):

- a. Name
- b. Mailing address
- c. City and zip code Denton, Texas 76210
- d. Phone number - day evening
- e. email
- f. Signature Date 8.31.17

8. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

- a. Name NA
- b. Mailing address _____
- c. City and zip code _____
- d. Phone number - day _____ evening _____
- e. email _____
- f. Signature _____ Date _____

9. Check one or more of the appropriate category your project falls within:

☒ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

10. Project Description (describe needs, location, partnerships, and expected results).

The Sport Court had missing tiles and became a safety issue. We removed them, now the court will be painted and last many more years. We only have three swings with a baby swing. We wanted to provide more physical play so we added outside slide, spring toys and titer tower. For safety we needed more mulch as the area became larger. An indoor play gym was a safety issue with rotted wood. It had to be replaced and more mulch added. All projects are located @ Amenity Center Complex.

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12. Budget Information

- a. Total project expenses: \$ 17,643.91
20,379.91
- b. Total amount of money requested (up to \$10,000): \$ ~~10,000.00~~ 8,821.95
- c. Neighborhood Match
1. Neighborhood Association Matching Funds: \$ 7264.00
2. In-kind donations/Services
- Volunteer Hours - A minimum **25 percent** of Neighborhood Match must come from volunteer hours, at a rate of **\$18 per hour**. For example, 25 percent of a \$10,000 matching grant is \$2,500, a total of 139 volunteer hours would be required.
- \$ 2736.00
- Monetary Donations \$ 0
 - Donated Materials or Supplies \$ 0
 - Donated Professional Services \$ 0
- Total amount of Neighborhood Match: \$ 10,000.00

13. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.

See attached

13. Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed and Programs held by September 1).

April 2017 is when started ordering material such as playground equipment, mulch, paint for the Sport Court. Projected will be completed September 11, 2017

14. Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.

Our Amenity Center will become a gathering place for more members of the community because we will have upgraded the areas with more and better equipment that will last longer and be much more inviting to our homeowners to gather and want to use. It will enhance the quality of life and pride in our neighborhood.

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15. Explain how your project promotes maintenance of the neighborhood and improves the public safety and improves public health residents by preserving and enhancing the environment.

We will be replacing old worn out materials with new modern that are designed to last longer.

16. Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.

We had volunteers to remove Sport Court pads and clean it.

We had volunteers to remove old mulch and spread new.

17. Explain how your project promotes "neighborhood," builds relationships, and promotes cooperation among neighbors?

We had neighbors who did not know one another come together. They volunteered and became friends. They shared tools and time. All the while building relationships.

18. Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?

All our residents are at different income levels and ethnic groups. It did not stop any of them from getting down & dirty, hot, sweaty, and tired all together for a common cause.

19. Provide the criteria your group has established in order to measure the success of your project or event.

The community came together so the standards of our community could remain intact and grow and become a place people wanted to move to not from.

20. Describe the long-term maintenance required for the project, who will perform the maintenance, and how often. (Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.)

We need to insure that the areas improved stay clean and hazardous free. Equipment will be regularly checked by Property Manager and Board of Directors.

Please note in addition to a completed application, the following are required **BEFORE** the project:

- ☒ Attend a Neighborhood Project Matching Grant Workshop
- ☒ Volunteer Hours Pledge Sheet (A minimum 25 percent of the of Neighborhood Match must come from volunteer hours)
- ☒ W-9 Form
- ☐ Neighborhood Project Matching Grant Agreement
- ☐ City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- ☒ Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- ☐ Final Project Report (no later than 30 days upon completion of the project)
- ☐ Financial Records (invoices, original receipts, contracts, etc.)
- ☐ Photos of finished Project or of Program

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Amenity Center / Common Area Upgrade

Name of Neighborhood Association or Group:

Sun down Ranch HOA

152

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
		removed spart ag	28
		shoveled mulch	2
		removed spart ag	7
		removed spart ag	4
		removed spart ag	4
		removed spart ag	8
		removed spart ag	8
		removed spart ag	8
		removed spart ag	8
		removed spart ag	8
		laid mulch	1
		laid mulch	2 1/4
		shoveled mulch	2
		shoveled mulch	2
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	2
		" "	2
		" "	4
		" "	8

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Amenity Center / Common Area Upgrade

Name of Neighborhood Association or Group:

See down Ranch HOA

[illegible]

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Play yard at Sundown Ranch

Name of Neighborhood Association or Group: Sundown Ranch HOA

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
		* meet to discuss	28
		meet to discuss	28
		meet to discuss	28
		meet to discuss	28
		meet to discuss	28
			26
		removed sport eqs	10 hrs.
		" " "	2 hrs.
		" " "	2 hrs.
			2 hrs.
		" " "	7 hrs.
		" " "	4 hrs.
		" " "	4 hrs.
			8 hrs.
			8 hrs.
			8 hrs.
			8 hrs.
			8 hrs.
			1 hr

* first meeting to discuss and decide what play equipment needed and cover for sport court the rest of hours will be earned by putting play equipment in place

Signup Sheet for Volunteers:

1. To remove mulch

X Name: <u>Am</u>		
Address: <u>/</u>		
Phone: <u>525</u>		
X Name: <u>B</u>		
Address: <u>/</u>		
Phone: <u>5</u>		
Name: <u>U</u>		<u>ther 1 1/2 hr</u>
Address: <u>/</u>		
Phone: <u>902</u>		
Name: <u>son</u>		<u>1 1/2 hr</u>
Address: <u>to</u>		
Phone: <u>/</u>		
Name: <u>/</u>		<u>2 1/2 hr + 8</u>
Address: <u>/</u>		
Phone: <u>/</u>		
Name: <u>/</u>		<u>4 hrs</u>
Address: <u>ado dr</u>		
Phone: <u>5601</u>		
Name: <u>is</u>		<u>4 hrs</u>
Name: <u>/</u>		
Address: <u>acado dr</u>		
Phone: <u>5601</u>		
Address: <u>/</u>		
Phone: <u>/</u>		
Name: <u>C</u>	<u>/</u>	<u>4 hrs</u>
Name: <u>U</u>	<u>/</u>	<u>4 hrs</u>
Name: <u>M</u>	<u>/</u>	<u>4 hrs</u>

41

Volunteer for grant

2 1/4 hrs. 4 [redacted] 2
[redacted] h [redacted] lt - [redacted]
[redacted] 0 3 [redacted] r

Special [redacted]

3. Help Spread New Mulch

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____



<https://gm1.ggpht.com/t3blSbp25PHQxUUNo1KATuDVuFDkh0ltpNvlG1Jthsawlld0EUT...> 8/31/2017



https://eml.g2pht.com/ULurig9_0nBUvksmXl4LiWvKcE2796j8DDI7cLLBayl04cIkwwO... 8/31/2017



https://gm1.ggpht.com/xFCJ4CCz_fMQkVCmG_mQLMo_HYxF2iRluo_a8zbZbU5T3p-S... 8/31/2017



201707

Open with





Prepared By Brian Latture
 Email brian@apcplay.com
 Phone (888) 401-6446 x108
 Fax (888) 723-6231

PLAY... It's What We Do Best!

Contact Name V [Redacted]
 Email vr [Redacted] ent.com
 Phone (4 [Redacted])

Quote Number [Redacted]
 Quote Name Sundown Ranch (Playground Equipment Quote)
 Created Date 3/28/2017
 Expiration Date 5/1/2017

Bill To Name Texas Star Community Management
 Bill To 6401 Custer Road
 Suite 2020
 McKinney, Texas 75070

Ship To Name Texas Star Community Management
 Ship To 3449 Sundown Blvd
 Denton, Texas 76210

Product	Product Code	Line Item Description	List Price	Sales Price	Quantity	Total Price
4' Freestanding Wave Slide	TFR08034XX	4' Freestanding Wave Slide	\$3,249.00	\$3,249.00	1.00	\$3,249.00
Jet Plane Spring Rider - Double Seat	90018316XX	Jet Plane Spring Rider - Double Seat	\$1,240.00	\$1,240.00	1.00	\$1,240.00
Classic Teeter	90017009XX	Classic Teeter	\$826.00	\$725.00	1.00	\$725.00
Whale Rider	90018201XX	Whale Spring Rider features single-piece rotomolded plastic body with spring, hardware, and instructions. • Child Capacity: 1 • Use Zone: 14' x 15'	\$578.00	\$578.00	1.00	\$578.00
Frog Rider	90018202XX	Frog Rider	\$578.00	\$578.00	1.00	\$578.00
2-Hump M-Style Bike Rack - In Ground Mount	MSBR2XX	2-Hump M-Style Bike Rack - In Ground Mount	\$384.00	\$384.00	1.00	\$384.00

Subtotal \$6,754.00 Shipping and Handling \$769.00
 Tax \$557.21
 Grand Total \$8,080.21

Items to Note & Special Instructions

Product normally ships within 3-4 weeks from when your order is processed. Price EXCLUDES: assembly, sitework, underground line location, permits, lift gates & impact fees. Site must be clear, level and accessible at time of installation. If rock, concrete or any obstacle is found during installation, additional charges may apply. Customer is responsible for any taxes that may apply. Specific vendor registration and/or insurance requirements may result in additional fees. If order is cancelled a 25% fee may be assessed.

I APPROVE THIS PROJECT. LETS GET STARTED!

Approval and acceptance of this proposal may be executed by signing below and faxing or emailing back to the contact information listed above. Unless prior arrangements are approved, payment of equipment due in full upon receipt of invoice. By signing below, you agree to the terms and conditions found here: <https://apcplay.com/terms-conditions/>.

Company:

Date:

Authorized Purchaser:

Title:



Child's Play, Inc.

10661 Shady Trail
Dallas, TX 75220
(P) 972-484-0600 (F) 972-484-0333

BILL TO

Sundown Ranch
3449 Sundown Ranch
Denton, Tx 75070

SHIP TO

D
S
34
D

INVOICE #

2017-

DATE

07/19/2017

TOTAL DUE

\$1,688.70

DUE DATE

08/18/2017

TERMS

Due on

Completion

ENCLOSED

P.O. NO.

Signed Quote

PROJECT

EWf for 2 areas

SALES REP

GL

DESCRIPTION

Wood Fiber

Engineered Wood Fiber

QTY

60

PRICE EACH

26.00

AMOUNT

1,560.00T

Quantity is rounded up to nearest 5 yard increment. Total is for 2
play areas

Installation is not included.

SUBTOTAL

1,560.00

TAX (8.25%)

128.70

TOTAL

1,688.70

BALANCE DUE

\$1,688.70

AUG 16 2017

RTM

Bull'sEye Design Concepts

3214 Blackburn St
Dallas, TX 75204
Phone 214-536 7104

Email: derrickturnbull@gmail.com

No 7177

Proposal

CLIENT		ITEM	
Name	[Redacted] Windown Ranch HOA	Date	7/17/17
Address	[Redacted] Blvd	Install Date	
City	Denton	Rep	
State	TX	FCB	
Zip	76210		
Phone	(817) 899 8578		
Email	[Redacted]@gmail.com		
PROJECT			
Qty	Description		Total
1	Flexi Pav Acrylic Basketball Court (Surface and lines only) Approx 35 x 60 2100 SF		\$4,900
1	Two Tone Cores with Painted court lines for Basketball HS 1 point line		
1	Repaint the lines for the indoor hoops court		\$2,975
Total			\$7,875
NOTES		Shipping & Handling	
Date		Tax Rate(s) N.C.	
		Total Due	
		Deposit Due	
SPECIAL INSTRUCTIONS			
Payment terms 60% upon approval of bid 40% upon completion			
Pricing good for 30 days from date			

We appreciate your business

[Redacted] 8-16-17

THIS CHECK IS VOID IF MICRO PRINT SIGNATURE IS UNREADABLE UNDER MAGNIFICATION

Sundown Ranch Owners Association, Inc.

6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

1

Check Date

Aug 22, 2017

4725.00

Check Amount

\$4,725.00

Four Thousand Seven Hundred Twenty Five Dollars and Zero Cents

Pay to the order of

Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

11 12

ORIGINAL CHECK HAS A WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

THIS CHECK IS VOID IF MICRO PRINT SIGNATURE IS UNREADABLE UNDER MAGNIFICATION

Sundown Ranch Owners Association, Inc.

6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

0

Check Date

Sep 12, 2017

3150.00

Check Amount

\$3,150.00

Three Thousand One Hundred Fifty Dollars and Zero Cents

Pay to the order of

Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

11 12

ORIGINAL CHECK HAS A WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
SUNDOWN RANCH OWNERS ASSOCIATION

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
LEGACY DRIVE, SUITE
City, state, and ZIP code
FRISCO, TX 75034

Requester's name and address (optional)

List account number(s) here (optional)

☐ Exempt payee

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶ **10.9.17**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form 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
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

Other entities. Enter your business name as shown on required 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.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

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.

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

The following payees 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)(7) 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, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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.

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, 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 domestic 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 item 1, below, and items 4 and 5 on page 4 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* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 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 ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The owner ²
7. Disregarded entity not owned by an individual	The grantor ⁴
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 ⁴
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. Grantor 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

¹ List 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.

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

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special 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 employer is 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. 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.