

# MCKINNEY COMMUNITY DEVELOPMENT CORPORATION

## Promotional and Community Event Grant Application

Fiscal Year 2020

### IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at [www.mckinneycdc.org](http://www.mckinneycdc.org); by calling 972.547.7653 or by emailing [cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org)
- **Please call to discuss your plans for submitting an application in advance of completing the form.** A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation  
5900 S. Lake Forest Blvd., Suite 110  
McKinney, TX 75070

- *If you are interested in preliminary Board of Directors review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at [www.mckinneycdc.org](http://www.mckinneycdc.org), by calling 972.547.7653 or emailing [cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org).*

***Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive, by 5:00 p.m. on the date indicated in schedule below.***

### Promotional and Community Event Grant Calendar:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: November 29, 2019	December 19, 2019	January 23, 2020
Cycle II: May 29, 2020	June 25, 2020	July 23, 2020

### APPLICATION

INFORMATION ABOUT YOUR ORGANIZATION		
Name: McKinney Lacrosse Club		
Federal Tax I.D.: 20-2324072		
Incorporation Date: 2010		
Mailing Address: 4100 El Dorado Suite 100, PMB 154		
City: McKinney	ST: TX	Zip: 75070
Phone: Board Member Phones	Fax: none	Email: <a href="mailto:president@mckinneylacrosse.com">president@mckinneylacrosse.com</a>
Website: <a href="http://www.mckinneylacrosse.com">www.mckinneylacrosse.com</a>		

**Check One:**

- Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- Governmental entity
- For profit corporation
- Other

Professional affiliations and organizations to which your organization belongs: US Lacrosse Association

**REPRESENTATIVE COMPLETING APPLICATION:**

Name: Scott Wooters

Title: Corresponding Secretary

Mailing Address: 4100 El Dorado

City: McKinney

ST: TX

Zip: 75070

Phone: 972 489 – 5550

Fax: none

Email: scott@thewooters.com

**CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:**

Name: Owen Lancaster

Title: President

Mailing Address: 4100 El Dorado

City: McKinney

ST: TX

Zip: 75070

Phone 469 222 - 3299

Fax: none

Email: president@mckinneylacrosse.com

**FUNDING**

Total amount requested: \$9,150

Matching Funds Available (Y/N and amount): No

Will funding be requested from any other City of McKinney entity (e.g. McKinney Convention and Visitors Bureau, Arts Commission, City of McKinney Community Support Grant)?

Yes

No

Please provide details and funding requested: [McKinney Lacrosse hosts an annual fall tournament each October/November and draws an average of 150 teams. We will use grant funding to advertise outside of the metroplex to attract teams from outside of DFW to register and participate. This will contribute to tourism and city exposure as a destination. The Club is a non-profit not affiliated with the MISD so all expenses to include field rentals are borne by the Club. McKinney Lacrosse is requesting \\$9,150 to advertise and promote the 2020 Turlaxin tournament nationally to attract team registrations from across the United States which will capture tourism dollars for the City.](#)

**PROMOTIONAL/COMMUNITY EVENT**

Start Date: Oct 2020

Completion Date: Nov 2020

**BOARD OF DIRECTORS** *(may be included as an attachment)*

**Owen Lancaster - President**

**Jim Kehoe – Vice President**

**Todd Kelly - Treasurer**

**Scott Wooters - Corresponding Secretary**

**Barbara Barany - Recording Secretary / Registrar**

**Lee Fox - Youth Boys**

**Jeremy Schultz - Youth Girls**

**Kim Dawson - At Large (Booster Club)**

**Reggie Jeffrey - At Large (website, social media)**

**LEADERSHIP STAFF** *(may be included as an attachment)*

**Owen Lancaster - President**

**Todd Kelly - Treasurer**

**Jim Kehoe -VP**

**Scott Wooters – Corresponding Sec.**

**Using the outline below, provide a written narrative no longer than 7 pages in length:**

## **I. Applying Organization**

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

No paid staff. The McKinney Lacrosse Club is a non-profit organization formed to develop the lacrosse skills and talent of the players who participate on its teams, educating them about the sport and competition and developing their love of the game. We seek to provide a positive and enriching lacrosse experience for all players, with appropriate opportunity for growth and competition. We strongly believe that the following are an integral part of any player's lacrosse experience:

- character, integrity and sportsmanship
- skill development and competition
- teamwork
- respect for the game and teammates
- memorable family experiences
- fun

Our objective is to provide a safe, competitive environment for student athletes and families and grow exposure and participation in Club programs. Youth lacrosse is not a UIL sport in the state of Texas. Club's such as the McKinney Lacrosse Club are the sole venue for players/fans to participate in league play.

Day to day operations include registering club members, promoting Club sponsorships, connecting with the community to gain exposure, securing fields and operations of the games which include scheduling, referee coordination, securing and preparing fields and running efficient games and practices.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project/Promotional/Community Event for which funds are requested.

The Annual Club meeting in May will elect 5 new officers – officer terms are two years (Board of nine). There is no anticipated impact to the annual event nor to plans to promote the event with any grant monies awarded.

## **II. Promotional/Community Event**

- Outline details of the Promotional/Community Event for which funds are requested. Include information regarding scope, goals, objectives, target audience.

Each Fall the Club hosts an annual tournament which includes registration of teams, schedule coordination, securing operational volunteers, and field/game operations. To date "marketing" has consisted of word of mouth and we feel confident with marketing dollars invested we can attract teams from distances which will directly impact McKinney Hotels, shops and restaurants positive sales. Our scope is to apply grant funds to advertising in national and regional Lacrosse publications, develop a Tournament specific mobile app, and directly connect via marketing with Coaches who determine their Clubs games and tournament participation. Within Lacrosse there are tournaments that attract national participation such as Sandstorm in California and Aspen Shootout in Colorado and the Navy Rivalry in Maryland. Our target audience is K – High School lacrosse clubs and "select" teams across the US.

- Describe how this event will **showcase McKinney and promote the City for the purpose of business development and/or tourism.**

Travel teams will have to stay overnight in the McKinney area as the tournament is over a Saturday and Sunday. Teams will play on McKinney Parks and Recreation fields and an opportunity exists with coordination of McKinney associations to promote visits to downtown. McKinney realized hotel visits and dining visits during previous Turlaxin events as well as the hosted Texas High School Lacrosse League Boys State Championships.

2019's Turlaxin event saw more than 2,000 players participate and included two teams from Oklahoma (first time participants) and two new teams from the Houston area (10 total Houston teams).

It is important to note that based on the reputation of the quality of the event McKinney was awarded the Boys High School Championship Tournament in 2019 which brought in over 4,000 visitors to the City. We may bid on the Girls Championship Tournament for 2020. Additionally the US Lacrosse Association expressed a sincere interest in McKinney hosting the U19 Boys Tournament which would have brought in 2,000+ unique visitors, included free national advertising and been televised.

- Describe how the proposed Promotional/Community Event fulfills strategic goals and objectives for your organization. Increased participation cultivates awareness of lacrosse to attract new players as well as provides registration fees which are used to defray Club registration investments by our members.
- Promotional/Community Events must be open to the public. If a registration fee is charged, it must be \$35 or less. There is no cost to residents, visitors and fans/spectators to watch the games.
- If the event benefits a nonprofit organization, specific detail must be provided regarding the benefit (e.g. ~\$500 per entry; ~25% of overall revenue; 25% of net revenue). Team registration dollars are used to subsidize player registrations. Event financial impact: ~25% of overall revenue; 25% of net revenue.
- Provide information regarding planned activities in support of the event, timeframe/schedule, estimated attendance and admission/registration fees, if planned. Planned activities include establishing the registration process for teams and communicating schedules and lodging. Game operations include securing and preparing fields and soliciting volunteers for scoring, field set up, time keeping etc. Registration fees for team participation will off-set field rentals and referee expenses. Registration fees have historically been around \$500/team average. Promotions for team registration will begin Q1/2 2020 and event planning begins in June 2020.
- Include the venue/location for the proposed event. Al Ruschaupt Park and Bonnie Wenk Park in McKinney. The Club intends to explore Craig Ranch in McKinney as a possible venue to accommodate more teams.
- Provide a timeline for the production of the event. Planning begins in June, tournament October-November over three weekends. One weekend each for High School Boys; Boys K-8; Girls Weekend

**III.** Detail goals for growth/expansion in future years. Growth of team registrations for out of region and out of state participation. Equally as important is the scale of the tournament may create community interest to attract more players for our Club from surrounding communities. Currently we have players from Melissa, Anna, and Prosper and our goal is to bring players in from these communities who will spend two - three days a week in McKinney for practices and games.

- Provide plans to attract resident and visitor participation and contribute to business development, tourism and growth of McKinney sales tax revenue. [By the Club hosting tournaments we attract traveling teams and regional teams to the City which in turn promotes sales for McKinney businesses. Additionally as the tournament games are scheduled over a weekend it provides time for parents and players to explore the City in between games as well as overnight. Teams will find places to eat surrounding the venue and book hotel rooms in proximity to the tournament. Plans include advertising in lacrosse publications/digital and event promotions where feasible and prudent.](#)
- Demonstrate informed budgeting/financial planning – addressing revenue generation, costs and use of net revenue. [Budgeting is approved by the Board, Revenue is captured via participating Club Team registrations, and net revenue is utilized to off-set our Club members’ registration fees and fund operations from field rentals to equipment purchases. Additionally revenue is set aside when available to fund improvements and player/coach development programs.](#)

**Has a request for funding, for this Project/Promotional/Community Event, been submitted to MCDC in the past?**

Yes

No

**Date(s): May 2019**

## Financial

- Provide an overview of the organization’s financial status including the impact of this event on organization mission and goals. The Club is financially stable. Registration income and Turlaxin revenue supports Club and game operations with excess funds being invested into supplies/uniforms/improvements where available. This event is a main contributor to revenue and provides a means to help reduce risk in years where player registration may not be strong. No volunteer receives compensation and event staffing is an all-volunteer force with the exception of Medical and Game Officials.
- Please attach your organization’s budget and Profit and Loss statement for the current and previous fiscal years and audited financial statements for the preceding two years. If audited financials are not available, please indicate why. To reduce expenses the Club does not have audited financials completed – we are willing to share tax returns if requested. 2019 YE not complete. Tax returns available on request.

### Overview of Promotional/Community Event financial goal?

**(Attach a detailed budget specific to the proposed Promotional/Community Event.)**

#### Actual Event Roll-Up

Turlaxin	Expense	Revenue
2016	\$31,000	\$64,000
2017	\$32,000	\$68,000
2018	\$25,000	\$51,000*
2019	\$35,000	\$70,00E

\*Note: 2018 affected by weather and field closures

Expense	Item	Projected
	Field Rentals	\$ 2,000
	Referee Fees	\$ 28,000
	Game Supplies (nets, balls)	\$ 3,000
	Field Prep Supplies (Paint, Line Painting/ Labor)	\$ 2,000
	<b>Total Expenses</b>	<b>\$ 35,000</b>
Revenue	Item	Projected
	Team Registrations	\$ 65,000
	Sponsorships	\$ 2,000
	<b>Total Revenue</b>	<b>\$ 67,000</b>
	<b>PROJ Net Revenue</b>	<b>\$ 32,000</b>

**What percentage of Project/Promotional/Community Event funding will be provided by the Applicant? 100%**

**Are Matching Funds available?**  Yes  No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

**Please provide details regarding other potential sources for funding. Include name of organization solicited; date of solicitation; amount of solicitation and date that notice of any award is expected. None**

**IV. Marketing and Outreach**

Describe advertising, marketing plans and outreach strategies for this event – and how they are designed to help you achieve current and future goals. [Currently the majority of promotions are done via word of mouth from prior participating teams. With grant funding we will designate monies to advertising in Lacrosse publications and online outlets. 2019 grant monies were used to promote in national lacrosse specific publications and digital outlets. 2019 saw new teams were attracted to the event to include teams from Oklahoma. New teams from the Houston area also attended. Advertising began post MCDC grant award in August 2019. Feedback from California and Colorado teams was there is an interest but they must have more advanced notice. This grant will allow for earlier promotions in 2020 so teams can budget the travel and establish their Club’s calendar for the year.](#)

Provide a detailed outline of planned marketing, advertising and outreach activities and the amount budgeted for each.

US Lacrosse Magazine/Online	\$4,500	3 Electronic Newsletter Banners 2 Coaches Newsletter Banners
US Club Lacrosse	\$900	Social Media Blasts, Facebook advertising and website presence (3 mos)
Direct Mail Campaign	\$750	Post Card Creation and Mailing Expense to out of Region Clubs.
Promotional Video – City of Mck and Event video	\$1,000	Showcase McKinney as a destination and the Event for marketing inclusion
Aggieland Tabling Event	\$500	Promote Turlaxin registrations at a lacrosse event in College Station
Paid Word Search	\$500	To target Clubs seeking tournaments
Regional Marketing/Signage	\$500	Melissa, Anna, surrounding communities are eligible to play on McKinney’s teams – enrollment brings them into McKinney weekly for practice/events/games
Community Impact Advertising	\$500	2 weeks advertising



## V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed Promotional/ Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event. [Success will be measured in New Club/Team registrations.](#)

- [2019 New Team Registrations = X](#)
- [New States represented;](#)

## Acknowledgements

***If funding is approved by the MCDC board of directors, Applicant will assure:***

- The Promotional/Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization.
- All funds awarded will be used exclusively for advertising, marketing and promotion of the Promotional/Community event described in this application.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Promotional/Community Event. A logo will be provided by MCDCV for inclusion on all advertising, marketing and promotional materials. Specifics for audio messaging will be agreed upon by applicant and MCDC and included in an executed performance agreement.
- The Organization officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the Promotional/Community Event for which funds were received.
- A final report detailing the success of the Promotional/Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Promotional/Community Event.
- Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld until the final report on the Promotional/Community Event is provided to MCDC.
- Funds granted must be used within one year of the date the grant is approved by the MCDC board.

**We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.**

### Chief Executive Officer

### Representative Completing Application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Owen Lancaster  
Printed Name

Scott Wooters  
Printed Name

Date

Date

***INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.***

## **CHECKLIST:**

### **Completed Application:**

- Use the form/format provided
- Organization Description
- Outline of Promotional/Community Event; description, budget, goals and objectives
- Indicate the MCDC goal(s) that will be supported by this Promotional/Community Event
- Promotional/Community Event timeline and venue included
- Overall event budget that includes plans and budget for advertising, marketing and outreach included
- Evaluation metrics are outlined
- List of board of directors and staff
- Financials: organization's budget and P&L statement for current and previous fiscal year; Promotional/Community Event budget; audited financial statements are provided
- IRS Determination Letter (if applicable)

***A FINAL REPORT MUST BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE EVENT/COMPLETION OF THE PROJECT/PROMOTIONAL/COMMUNITY EVENT.***

***FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.***

***PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE FOR THE FINAL REPORT.***



## **McKINNEY COMMUNITY DEVELOPMENT CORPORATION**

### **Final Report**

**Organization:**

**Funding Amount:**

**Project/Promotional/Community Event:**

**Start Date:**

**Completion Date:**

**Location of Project/Promotional/Community Event:**

**Please include the following in your report:**

- Narrative report on the Project/Promotional/Community Event
- Identify goals and objectives achieved
- Financial report – budget as proposed and actual expenditures, with explanations for any variance. If the event includes a charitable component, include the donation made.
- Samples of printed marketing and outreach materials (MCDC logo to be included)
- Screen shots of online Promotions (MCDC logo to be included)
- Photographs, slides, videotapes, etc.
- Performance against metrics outlined in application

**Please submit Final Report no later than 30 days following the completion of the Promotional/Community Event to:**

McKinney Community Development Corporation  
5900 S. Lake Forest Blvd., Suite 110  
McKinney, TX 75070

Attn: Cindy Schneible  
[cschneible@mckinneycdc.org](mailto:cschneible@mckinneycdc.org)



## Acknowledgements

### *If funding is approved by the MCDC board of directors, Applicant will assure:*

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- Funds granted must be used within one year of the date the grant is approved by the MCDC board.

**We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.**

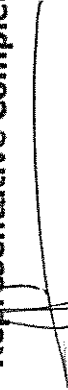
**Chief Executive Officer**



Signature

Owen Lancaster  
Printed Name

**Representative Completing Application**



Signature

Scott Wooters  
Printed Name

# McKinney Lacrosse Club

## PROFIT AND LOSS

July 2017 - June 2018

	TOTAL
Income	
47100 Registration Fees	
47200 Fall Registration Fees	52,167.96
47300 Spring Registration Fees	76,871.25
<b>Total 47100 Registration Fees</b>	<b>129,039.21</b>
47600 Fundraising	1,005.00
47500 Sponsorships	6,100.00
47599 Sponsorship expenses	-434.10
<b>Total 47500 Sponsorships</b>	<b>5,665.90</b>
47610 Program Sales	4,114.66
47619 Program Sales expenses	-4,570.00
<b>Total 47610 Program Sales</b>	<b>-455.34</b>
47630 Spiritwear	-174.50
47639 Spiritwear expense	-56.49
<b>Total 47630 Spiritwear</b>	<b>-230.99</b>
47800 Turlaxin	68,297.93
47899 Turlaxin expenses	-31,872.71
<b>Total 47800 Turlaxin</b>	<b>36,425.22</b>
47900 Booster Club	6,028.51
48000 Other Fundraising 1	18,941.83
48999 Other Fundraising expenses	-11,542.68
<b>Total 48000 Other Fundraising 1</b>	<b>7,399.15</b>
49000 Special Events Income	12.46
<b>Total 47600 Fundraising</b>	<b>55,849.91</b>
48100 Game admissions - HSG	962.06
48200 Game admissions - HSB	2,017.00
<b>Total Income</b>	<b>\$187,868.18</b>
<b>GROSS PROFIT</b>	<b>\$187,868.18</b>
Expenses	
60000 Uniforms	2,776.17
60100 Field and Facility Expenses	
60110 Fields	17,572.37
60120 Other field expenses - painting	5,261.57
<b>Total 60100 Field and Facility Expenses</b>	<b>22,833.94</b>
60200 Club and Team Equipment	109.98
60210 Storage Unit	2,857.55
60220 Equipment	2,603.75
<b>Total 60200 Club and Team Equipment</b>	<b>5,571.28</b>
60300 League Fees	3,440.00
60400 Tournaments	250.00
60410 Tournament Registration	9,951.48
60420 Tournament Travel	7,211.12

	TOTAL
<b>Total 60400 Tournaments</b>	<b>17,412.60</b>
60600 Trainers	1,746.88
60700 Referees	11,587.00
60800 Coach Stipends	97,218.69
60900 Banquets and Team Parties	3,792.73
60900* Business Expenses	
60990 Insurance - Liability, D and O	495.00
<b>Total 60900* Business Expenses</b>	<b>495.00</b>
62000 Publicity, Advertising, Recruit	3,023.18
62100 Contract Services	
62110 Accounting Fees	1,000.00
<b>Total 62100 Contract Services</b>	<b>1,000.00</b>
63000 Development	800.00
63100 Clinics	799.80
<b>Total 63000 Development</b>	<b>1,599.80</b>
65000 Administrative	
65010 Books, Subscriptions, Reference	270.25
65020 Postage, Mailing Costs	99.00
65040 Supplies	127.24
65060 Banking Fees	419.76
65061 BofA	-70.16
65062 Website	1,236.13
65063 PayPal	2,854.73
<b>Total 65060 Banking Fees</b>	<b>4,440.46</b>
65070 Website	1,175.00
<b>Total 65000 Administrative</b>	<b>6,111.95</b>
68300 Travel and Meetings	498.43
<b>Total Expenses</b>	<b>\$179,107.65</b>
NET OPERATING INCOME	<b>\$8,760.53</b>
NET INCOME	<b>\$8,760.53</b>



## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>McKinney Lacrosse Club</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
<input checked="" type="checkbox"/> <b>Other (see instructions) ▶</b> <span style="float: right;"><b>501 (c)(3)</b></span>	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>4100 Eldorado Pkwy Suite 100, PMB 154</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>McKinney TX 75070-</b>	
<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
or											
<b>Employer identification number</b>											
2	0	-	2	3	2	4	0	7	2		

### 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>10/29/18</u>
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### General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*