

# Promotional and Community Event Grant Application

## Step 1

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### Important Information

- **Form Function Note:** In order to go back from a page in the form to a previous page, all required fields on the page must be populated.
- Please read the McKinney Community Development Corporation [Grant Guidelines](#) before completing this application.
- The Grant Guidelines are available on this website or by emailing [Info@McKinneyCDC.org](mailto:Info@McKinneyCDC.org).
- A completed application and all supporting documents are required to be submitted via this application for consideration by the MCDC board.
- **Applications must be completed in full, using this form electronically, and received by MCDC by 5 p.m. on the application deadline indicated on the [Grants page](#) of this website.**
- If you are interested in a preliminary review of your grant request or event idea, please complete and submit the online [Letter of Inquiry](#).

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### Organization Information

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Name	Julie McAlpin
Federal Tax ID Number	45-4500606
Incorporation Date	1/30/2012
Mailing Address	111 N Tennessee St
City	McKinney
State	TX
Zip Code	75069
Phone Number	214-578-9395
Email Address	<a href="mailto:fundraising@yagmckinney.org">fundraising@yagmckinney.org</a>
Website	<a href="http://yagmckinney.org">yagmckinney.org</a>
Facebook	<a href="https://www.facebook.com/yagofmckinney">https://www.facebook.com/yagofmckinney</a>

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Instagram	@yagofmckinney
Twitter	<i>Field not completed.</i>
LinkedIn	<i>Field not completed.</i>
Please provide a detailed narrative about your organization including years established, mission, goals, scope of services, staff, successes, contribution to community, etc.	<p>The Young Actors Guild of McKinney (YAG) was established on March 3, 2009, as a part of the McKinney Repertory Theatre. It currently serves over 80 young people aged 5-18 in Collin County, Texas. The guild's mission is to empower children and teens by involving them in all aspects of theatre production, from onstage performances to behind-the-scenes roles such as set design, stage direction, and technical operations. This approach aims to build self-esteem, self-confidence, and practical knowledge among its members. YAG operates with a unique model where both youth and adults play significant roles in the organization. The Youth Board, elected by members, handles day-to-day tasks and makes decisions about the guild's direction, while the Adult Board advises and mentors the Youth Board, handling financial and legal matters.</p> <p>The guild produces four shows annually, chosen and executed by the youth members with guidance from adult mentors. This hands-on experience provides valuable skills and a sense of accomplishment as the youth take full credit for the success of their productions.</p> <p>YAG is notable for its low-cost membership fee, set at \$50 annually, making it accessible to a wider range of families compared to other youth theatre organizations in the area. This affordability underscores their commitment to offering quality theatre experiences without financial barriers, fostering a deeper sense of responsibility and pride in the participants.</p> <p>In addition to productions, YAG organizes various events such as workshops, auditions, and performances, often held at the McKinney Performing Arts Center. These events further enrich the educational experience by providing opportunities for members to learn and grow in different aspects of theatre arts. The contributions of YAG to the community are significant. By engaging young people in the arts, the guild not only nurtures future leaders but also enhances the cultural fabric of McKinney. The theatre experience is seen as a powerful influence, helping members develop skills that translate into other areas of life and contributing positively to their communities.</p>

Organization Type	Nonprofit - 501(c) (Attach a copy of IRS Determination Letter)
IRS Determination Letter	<i>Field not completed.</i>
Noteworthy recognitions or awards in the last two years.	Awards from the Texas Nonprofit Theater Youth Convention (TNT): Judicator of Excellence award Several members made "all star cast" and "improv all stars" Member Jaci has won the Gilmore Spirit Award when she went (only one award given each year to someone who represents the pillars of character)

### **Representative & Contact Information**

#### Representative Completing Application:

Name	Bradford Hartzell
Title	Fundraising Director
Mailing Address	9725 Excursion Dr
City	Oak Point
State	TX
Zip Code	75068
Phone Number	469-769-8906
Email Address	<a href="mailto:fundraising@yagmckinney.org">fundraising@yagmckinney.org</a>

(Section Break)

#### Contact for Communications Between MCDL and Organization:

Name	Bradford Hartzell
Title	Fundraising Director
Mailing Address	9725 Excursion Dr
City	Oak Point
State	Texas
Zip Code	75068

Phone Number	469-769-8906
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Email Address	<a href="mailto:fundraising@yagmckinney.org">fundraising@yagmckinney.org</a>
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**Project Information**

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Funding - Total Amount Requested	3000
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Are matching funds available?	No
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Will funding be requested from any other City of McKinney entity (e.g. Visit McKinney, Arts Commission, City of McKinney Community Support Grant)?	Yes
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Provide name of City of McKinney entity funding source and amount.	McKinney Arts Commission, roughly \$10,000-\$12,000 expected
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Have you received or will funding be requested from other organizations / foundations for this event(s)?	Yes
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Provide name of organization / foundation funding source and amount.	Yes, to be determined approaching various local businesses and community members
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Has a request for funding for this Promotional / Community Event been submitted to MCDC in the past five years?	No
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Board of Directors	<i>Field not completed.</i>
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Leadership Staff	<i>Field not completed.</i>
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Board of Directors Attachment	<i>Field not completed.</i>
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Leadership Staff  
Attachment

*Field not completed.*

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### **Promotional / Community Event Information**

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Information provided for promotional / community event for which you are seeking funding.

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Date(s) of Event	Rumpelstiltskin, Private Eye July 11-14; Trap Oct 24-26; Pride and Prejudice Feb 13-16; Romeo and Juliet Apr 17-19; Charlotte's Web Jul 10-12
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Ticket Prices	\$12 Youth and Over 65 \$15 General Admission
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Describe the target attendee for the event(s)?	Varies by performance, some are more youth oriented and some more general community audiences
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Is this the first time for this event?	No
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If not, what is the history for the event (beginning in what year and how often is event held?)	<i>Field not completed.</i>
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How will the event showcase McKinney for tourism and / or business development?	<p>The performances organized by the Young Actors Guild of McKinney (YAG) can significantly showcase McKinney for tourism and business development through several key avenues:</p> <p>Cultural Enrichment and Tourism Attraction</p> <p>High-Quality Productions: YAG produces four shows annually, which are entirely managed and performed by young local talent. These high-quality productions attract audiences from within and outside McKinney, showcasing the town's commitment to nurturing the arts and providing family-friendly entertainment options. This consistent schedule of performances helps position McKinney as a cultural hub in Collin County, drawing tourists interested in unique and vibrant local arts scenes.</p> <p>Special Events and Festivals: In addition to regular performances, YAG participates in local events such as the McKinney TNT Show and the McKinney Pride Festival. Their involvement in these events not only promotes their own productions but also highlights McKinney as a diverse and inclusive community with a rich array of cultural events. These</p>
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festivals often attract visitors who may also explore other local attractions, restaurants, and businesses, boosting the local economy.

#### Community Engagement and Economic Impact

**Local Business Partnerships:** By collaborating with local businesses for sponsorships, advertising in program booklets, and hosting events, YAG fosters strong community ties. These partnerships can lead to increased patronage of local businesses by audiences attending the shows. For instance, visitors might dine at nearby restaurants, stay at local hotels, or shop in local stores, thereby stimulating economic activity.

**Venue Utilization:** Performances held at venues like the McKinney Performing Arts Center bring additional foot traffic to downtown McKinney. This increased foot traffic can benefit surrounding businesses, from cafes and boutiques to larger retail establishments. The vibrant atmosphere created by regular events and performances can also make the area more attractive to potential investors and new businesses looking to capitalize on the increased activity and visibility.

#### Educational and Leadership Development

**Youth Engagement and Development:** By providing young people with leadership roles in production, from stage management to marketing, YAG helps cultivate a new generation of community leaders. This empowerment not only benefits the individuals involved but also demonstrates McKinney's investment in its youth, making it an appealing place for families considering relocation. A community that prioritizes youth development through the arts can be a significant draw for new residents and businesses looking for a vibrant, forward-thinking environment.

**Skills and Workforce Development:** The practical skills gained through participation in YAG, such as project management, teamwork, and creative problem-solving, are highly transferable to various professional fields. This aspect of YAG's work helps build a skilled local workforce, which can be a compelling factor for businesses considering McKinney as a potential location. The availability of a talented and adaptable workforce is a critical component of economic development and can attract companies seeking a dynamic community to support their growth.

#### Public Relations and Media Coverage

**Online Presence and Social Media:** YAG's active engagement on social media platforms and their well-maintained website help promote their events widely. This online presence not only

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reaches local audiences but also potential tourists and business investors who follow or discover YAG's activities. Effective digital marketing can significantly enhance the visibility of McKinney's cultural assets and its attractiveness as a destination.

#### Summary

The performances by the Young Actors Guild of McKinney serve as a dynamic showcase for the town, enhancing its appeal for tourism and business development. Through cultural enrichment, community engagement, youth development, and positive publicity, YAG contributes to a vibrant, economically thriving McKinney. This not only brings immediate benefits to local businesses but also helps in building a long-term reputation as a culturally rich and economically vibrant community, attracting tourists, new residents, and businesses alike.

Expected attendance	1500
Expected number or percentage of attendees coming from outside McKinney	10%
Location(s) of event(s)	Primarily at the MPAC, but also have events/booths at other community events/parks.
Does the event support a non-profit (other than applicant)?	No
What percentage of revenue will be donated(indicate net or gross)?	65%
Provide a detailed narrative of the event(s) including mission, goals, activities, schedule, production timeline, goals for growth / expansion, etc.	<p>The Young Actors Guild of McKinney (YAG) hosts a series of events throughout the year, each carefully crafted to fulfill their mission of providing youth with comprehensive theatre education and experiences. These events range from workshops and auditions to full-scale productions, all designed to engage young participants in every aspect of theatre production.</p> <p>Mission and Goals</p> <p>The mission of YAG is to empower youth through the arts by</p>

offering a hands-on, immersive theatre experience. Their goals include:

**Developing Skills:** Teaching children various aspects of theatre, including acting, directing, set design, lighting, sound, and marketing.

**Building Confidence:** Providing opportunities for youth to perform and manage productions, thereby boosting their self-esteem and leadership skills.

**Fostering Community:** Creating a supportive environment where children and teens can collaborate and form lasting friendships.

**Promoting Accessibility:** Ensuring theatre education is affordable, with a low annual membership fee and additional financial support as needed.

#### Events and Activities

Workshops and Training Sessions are held through the year, as examples:

**Lighting Workshop:** Held on May 14th, led by Eleanor McCalpin, this workshop focuses on teaching the basics of stage lighting, providing hands-on experience with professional equipment.

**Acting and Directing Workshops:** These sessions are periodically scheduled to help members develop their performance and directing skills, often led by experienced mentors and industry professionals.

#### Community Events:

We engage with the community in events throughout the year, for example upcoming Pride and 4th of July Festivities in McKinney

#### Performances:

**Four Major Productions Annually:** Each year, YAG produces four major shows, selected and executed by the youth members. These productions encompass a variety of genres, ensuring a diverse theatrical experience for participants and audiences.

**Traveling Shows and Festivals:** Involvement in regional theatre festivals and traveling shows, such as the McKinney TNT Show, expands the reach of their performances and enhances the visibility of YAG.

#### Production Timeline

##### Pre-Production (3-4 Months):

**Script Selection and Rights Acquisition:** Youth Board selects scripts, secures rights for performances.

**Auditions and Casting:** Open auditions are held, and roles are

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cast.

Crew Assignment: Assigning youth members to technical and backstage roles, including set design, lighting, sound, and marketing.

Rehearsals (2-3 Months):

Initial Read-Through: Cast and crew gather for a script read-through.

Blocking and Staging: Directors and actors work on stage movements and scene setups.

Technical Rehearsals: Integration of lighting, sound, and set changes.

Final Preparations (1 Month):

Dress Rehearsals: Full run-throughs with costumes and technical elements.

Marketing and Promotion: Publicity efforts ramp up, including social media campaigns, posters, and community outreach.

Performance Week:

Tech Week: Final technical adjustments and rehearsals.

Opening Night: Premiere of the production, followed by subsequent performances.

Goals for Growth and Expansion

Increasing Membership: YAG aims to grow its membership base, offering more children the opportunity to participate in theatre. This includes outreach programs in schools and community centers.

Expanding Program Offerings: Introducing new workshops and training sessions in areas such as playwriting, advanced technical theatre, and film acting.

Community Engagement: Strengthening ties with local businesses and organizations through partnerships, sponsorships, and collaborative events.

Alumni Network: Creating a network for former members to stay connected, mentor current participants, and contribute to YAG's growth.

Conclusion

The events and activities organized by the Young Actors Guild of McKinney not only provide exceptional theatre education but also significantly contribute to the cultural and economic vitality of McKinney. By continually evolving and expanding their programs, YAG ensures that it remains a cornerstone of youth development and community engagement in the arts.

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## **Specific Marketing Plans and Budget**

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Provide a detailed marketing plan and budget for the event(s). Plan should also include promotional channels (print ads including publication names, social media, radio, posters, flyers, yard signs, etc.).

## Detailed Marketing Plan and Budget for Young Actors Guild of McKinney (YAG) Events

### Marketing Objectives

Increase Audience Attendance: Attract a diverse and large audience to YAG performances.

Expand Membership: Raise awareness about YAG's membership opportunities among local youth.

Enhance Community Engagement: Foster a deeper connection with the McKinney community through outreach and partnerships.

### Target Audience

Primary: Families with children aged 5-18 in Collin County.

Secondary: Local businesses, schools, and community organizations.

### Promotional Channels and Strategies

#### 1. Social Media Marketing

Platforms: Facebook, Instagram, Twitter, TikTok.

#### Strategies:

Content Calendar: Regular posts featuring behind-the-scenes looks, cast interviews, rehearsal clips, and event countdowns.

Paid Advertisements: Targeted ads to reach local families and youth and sales of tickets prior to show.

Engagement Campaigns: Interactive posts such as polls, quizzes, and contests to increase follower engagement.

Budget: \$1600 (\$400 per show) (For paid ads and content creation tools).

#### 4. Posters, Flyers, and Yard Signs

#### Distribution Points:

Local Schools and Libraries: Posters and flyers in common areas.

Community Centers and Parks: High-traffic areas for families.

Local Businesses: Coffee shops, bookstores, and retail stores.

Design and Printing: Professional design services for a cohesive and attractive campaign.

Budget: \$1600 (\$400 per show) (Design and printing costs).

#### 5. Community Partnerships

Schools and Educational Institutions: Workshops and presentations to promote YAG programs and events.

Local Businesses: Sponsorship opportunities and cross-promotional events.

Community Events: Booths and performances at local fairs and festivals to increase visibility.

Budget: \$1000 (\$250 per show) (For materials and partnership activities).

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## Event Promotion Timeline

### Pre-Event (3 Months Before)

Design and Print Materials: Finalize posters, flyers, and MPAC signs.

Social Media Teasers: Start posting teasers about the upcoming events.

### Pre-Event (1 Month Before)

School Outreach: Distribute flyers and posters in schools.

Community Partnerships: Engage with local businesses and community organizations for cross-promotion.

### Pre-Event (2 Weeks Before)

Social Media Blitz: Increase frequency of posts, introduce contests and interactive content.

Flyer and Poster Distribution: Ensure all materials are placed in high-traffic areas.

## Event Week

Daily Social Media Updates: Post reminders, behind-the-scenes content, and live updates.

Community Engagement: Attend local events to promote the final call for attendance.

## Goals for Growth and Expansion

Expand Digital Presence: Increase the use of digital marketing tools and platforms to reach a wider audience.

Broaden Community Outreach: Develop new partnerships with more schools and local businesses.

Enhance Member Engagement: Offer more workshops, mentorship programs, and advanced training sessions for members.

## Marketing Budget Breakdown

### Expense Category

#### Estimated Cost

Posters, Flyers, and Signs

\$1600

Social Media Marketing

\$1600

Shirts/Other Promotional Handouts

\$1000

Total

\$4200

## Conclusion

The detailed marketing plan for the Young Actors Guild of McKinney's events focuses on leveraging multiple channels to maximize reach and engagement. YAG aims to increase

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audience attendance, expand membership, and enhance its impact on the McKinney community. This multifaceted approach ensures that YAG continues to grow and thrive, contributing to the cultural and economic vitality of the region.

Attach marketing plan	<i>Field not completed.</i>
Total Promotional Budget	4200
What percentage of the total marketing budget does the grant represent?	71%
Marketing lessons learned from past (what worked and what did not).	<p>Marketing Lessons Learned from Past YAG Events</p> <p>Over the years, the Young Actors Guild of McKinney (YAG) has implemented various marketing strategies to promote their events and expand their reach. Reflecting on what has worked and what hasn't provides valuable insights for refining future campaigns.</p> <p>What Worked.</p> <p>Social Media Campaigns</p> <p>Interactive Content: Engaging posts, such as behind-the-scenes looks, cast interviews, and live updates during events, attracted a lot of interest and interaction on platforms like Facebook and Instagram.</p> <p>Youth Involvement</p> <p>Peer Recommendations: Leveraging the youth members' networks for word-of-mouth promotion was effective.</p> <p>Encouraging members to invite friends and family to events increased attendance and membership.</p> <p>Affordable and Accessible Marketing Materials</p> <p>Effective Use of Flyers and Posters: Placing flyers and posters in strategic locations like schools, libraries, and community centers ensured they were seen by the target audience.</p> <p>Simple, eye-catching designs with clear information worked best.</p> <p>What Did Not Work</p> <p>Messaging</p> <p>Missed Opportunities for Storytelling: Failing to consistently highlight the unique stories and experiences of the youth members missed opportunities to connect with the audience on a personal level.</p> <p>Underutilization of Email Marketing</p> <p>Neglecting Email Campaigns: Not fully leveraging email</p>

marketing to keep past attendees and members informed about upcoming events resulted in missed opportunities for engagement and repeat attendance. Building and maintaining a robust email list is essential for ongoing communication.

#### Insufficient Follow-Up

Lack of Post-Event Engagement: Not following up with attendees after events to gather feedback and encourage future participation missed an opportunity to build lasting relationships and improve future events.

#### Lessons for Future Campaigns

##### Enhanced Digital Presence

Expanded Social Media Efforts: Continue to grow social media engagement with regular, interactive content and targeted ads. Explore newer platforms like TikTok for broader reach among younger audiences.

##### Improved Community Integration

Deepen Partnerships: Strengthen existing partnerships with local schools and businesses, and explore new collaboration opportunities. Consider joint events and promotions to leverage mutual audiences.

Community-Focused Campaigns: Develop campaigns that highlight the community benefits of YAG, such as youth development, cultural enrichment, and local economic impact.

##### Revitalized Email Marketing

Personalized Communication: Use email to send personalized messages based on past attendance and interests, fostering a deeper connection with the audience. Focusing on YAG alumni should also provide additional opportunities.

##### Post-Event Engagement

Continuous Engagement: Keep the conversation going with attendees through follow-up emails, thanking them for their participation and providing information about upcoming events and opportunities to stay involved.

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How will you measure success of your event(s) and marketing campaign? (attendance, website hits, social media indicators, etc.)

#### Key Performance Indicators (KPIs)

##### Attendance Metrics

Total Attendance: Track the number of attendees at each event. This can be done through ticket sales, sign-in sheets, or digital check-ins.

New vs. Returning Attendees: Analyze the proportion of first-time attendees versus repeat participants to gauge loyalty and outreach effectiveness.

##### Social Media Indicators

Engagement Rates: Monitor likes, shares, comments, and

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overall interactions on posts. Higher engagement indicates effective content.

Follower Growth: Track the increase in followers on platforms like Facebook, Instagram, and Twitter. Consistent growth can signal successful campaigns.

Sales and Revenue

Ticket Sales: Monitor the number of tickets sold for each event. Compare sales data with previous events to identify trends.

Merchandise Sales: Track the sales of any related merchandise, such as programs, souvenirs, or refreshments.

Sponsorship and Donations: Measure the amount of financial support received from sponsors and donors, reflecting the community's investment in YAG.

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Please include examples of past marketing efforts (screen shots of ads, posters, social posts, radio text, etc.)

We use a lot of social media advertising currently as our budget has been limited.

We have archives of most of our previous advertising efforts, particularly what was effective in the past. McKinney has changed, marketing has changed in the 15 years we have been active. We need to grow with those changes and figure out how to promote ourselves within modern times. I have an entire portfolio of old posters

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Additional details related to marketing efforts.

I don't see a way to attach to this question, the best examples may be from our facebook or instagram.

<https://www.facebook.com/yagofmckinney>

<https://www.instagram.com/yagofmckinney/>

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Budget

[YAG Estimated Expenditures.xlsx](#)

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What percentage of Project / Promotional / Community Event funding will be provided by the applicant?

0

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Are matching funds available?

No

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What dollar amount and percentage of Promotional / Community Event funding will be provided by other sources such as sponsorship, registration fees, individual or corporate donations, etc.?

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Sponsorship Revenue

3000

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Registration Fees	2000
Donations	40000
Other (raffle, auction, etc.)	5000
Net Revenue	0

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.	<p>We'll primarily be looking at attendance metrics:</p> <p>Total Attendance: Count the number of attendees at each event, comparing these figures to past events to assess growth.</p> <p>New vs. Returning Attendees: Track how many attendees are first-timers versus repeat visitors to gauge audience loyalty and outreach effectiveness.</p> <p>Capacity Utilization: Measure the percentage of venue capacity used, aiming for full or near-full attendance rates.</p>
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#### Financial Goals of Promotional / Community Event

Gross Revenue	50000
Projected Expenses	50000
Net Revenue	0

Other Funding Sources	We generally apply for grants from the McKinney Arts where we forecast a grant of \$10-12,000, as well as a lot of small donations from area businesses and corporations operating in McKinney.
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#### Financial Status of Applying Organization

- Provide an overview of the organization's financial status including the projected impact of the event(s) on the organization's mission and goals
- Please attach your budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why and attach a copy of the 990 filed with the IRS.

Budget	<a href="#">YAG Estimated Expenditures 1.xlsx</a>
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Financial Statements	<a href="#">SalesAttendance-FINAL-20240315-172236.pdf</a>
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W9	<a href="#">990 irs copy-1.jpeg</a>
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IRS Determination Letter (if applicable)	<a href="#">YAGIRS501C (1).pdf</a>
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990 Filed with IRS (if applicable)	<a href="#">990 irs copy-1 2.jpeg</a>
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### **Presentation to MCDC Board of Directors**

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Completed applications that are eligible for consideration by MCDC will be presented to the board according to the schedule on the [Grants page](#) of this website. Presentations will be limited to five (5) minutes followed by time for Board questions. **Please be prepared to provide the information outlined below in your presentation:**

- Summary of organization and goals
- Summary of event(s) to include dates, location, ticket prices, target audience, how your event will showcase McKinney, estimated attendance from within and outside of McKinney (and past attendance, if applicable), event features / activities, how event supports your organization's mission, and non-profit beneficiary, if applicable.
- Specific marketing plans for event(s) including promotional channels to be utilized (print, radio, social media, posters, etc.) and budget for each. Please share the percentage of the total marketing budget that this grant application represents.

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### **Acknowledgements**

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

- An application is considered complete when it is submitted on time and when it contains all information in this application.
  - 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.
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- 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 MCDC 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's 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.
- Applicant gives permission for the use of Board presentation images and other published event images on MCDC and City of McKinney website and social media content and print/digital publications.
- Applicant will provide a final report of the Promotional/Community Event(s) no later than 30 days following the completion of the Promotional/Community Event(s). Applicant may choose to use the online form for Final Report found [here](#) or email Final Report to [info@mckinneycdc.org](mailto:info@mckinneycdc.org). If emailed, Final Report may be in any format. All Final Reports should include: narrative report on the event(s), goals and objectives achieved based on performance metrics outlined in the application, financial data (budget vs. actual expenses and revenues along with explanation for variances, amount donated to charity (if applicable), samples of marketing efforts (images of printed materials and ads, screenshots of website and online promotions), and photos and/or video of the event(s).
- 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.**

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(Section Break)

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Applicant Electronic Signature	Selecting this option indicates your agreement with the above statement.
Chief Executive Officer	Julie McAlpin
Date	5/31/2024
Representative Completing Application	Bradford Hartzell
Date	5/31/2024
Notes	

- *Incomplete applications or those received after the deadline will not be considered.*
  - *A final report must be provided to MCDC within 30 days of the event / completion of the Promotional / Community Event.*
  - *Final payment of funding awarded will be made upon receipt of final report.*
  - *Please use the [Final Report](#) to report your results. A [PDF version](#) is also available.*
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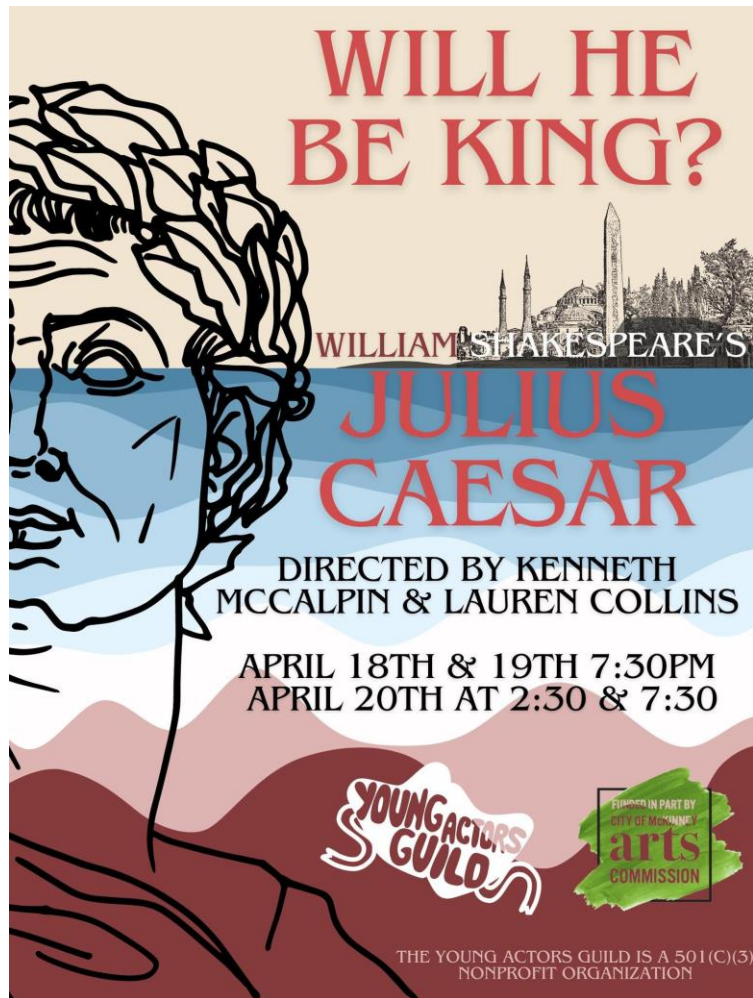
<b>Cost Per Show</b>			<b>Monthly Operating Expenses</b>	
Rehearsal/Theatre Rental	\$3,500		Office Rental	\$3,000
Set/Costumes	\$1,000		Storage	\$6,000
Director Stipend	\$500		Paid Staff	\$4,200
Rights/Scripts	\$800		Workshop Leaders	\$1,000
Programs	\$700		Meeting Space (Workshops/Board Meeting)	\$2,000
Printed Marketing	\$100			
Social Media Marketing	\$100		<b>Total</b>	<b>\$16,200</b>
Concessions	\$250			
<b>Subtotal</b>	<b>\$6,950</b>			
<b>Total for Season (4 Shows)</b>	<b>\$27,800</b>			
<b>Community Visiblilty</b>			<b>YAG Hosted Events</b>	
Social Media Posts	\$1,600		Holiday Parties (4)	\$1,000
Booths/Special Events	\$1,000		Yaggie Awards Ceremony	\$1,000
Chamber of Commerce	\$275			
Printed Materials	\$1,600		<b>Total</b>	<b>\$2,000</b>
<b>Total</b>	<b>\$3,575</b>		<b>Student Direct and Talent Showcase</b>	
			Rehearsal Rental	\$400
			Theatre Rental	\$500
			<b>Total</b>	<b>\$900</b>
			<b>Grand Total</b>	<b>\$50,475</b>

# Sales & Attendance - FINAL

Lara Marsh



Date	Time	Series	Sold	Attend	Base Price	Discount	Net Sales	Restoration	Fulfillment	Sales + Tax
<b>2023</b>										
<b>(24YG02) Marvel Madness Double Feature</b>										
Feb 15 2024	7:30 PM	1-THU	81	74	\$1,053.00	\$89.00	\$964.00	\$81.00	\$81.00	\$1,126.00
Feb 16 2024	7:30 PM	1-FRI	61	57	\$793.00	\$60.00	\$733.00	\$61.00	\$61.00	\$855.00
Feb 17 2024	2:30 PM	1-SAT-M	85	83	\$1,105.00	\$119.00	\$986.00	\$85.00	\$85.00	\$1,156.00
Feb 17 2024	7:30 PM	1-SAT-E	92	85	\$1,196.00	\$111.00	\$1,085.00	\$91.00	\$91.00	\$1,267.00
<b>24YG02 Total</b>			319	299	\$4,147.00	\$379.00	\$3,768.00	\$318.00	\$318.00	\$4,404.00
<b>2023 Total</b>			319	299	\$4,147.00	\$379.00	\$3,768.00	\$318.00	\$318.00	\$4,404.00
<b>Grand Total</b>			319	299	\$4,147.00	\$379.00	\$3,768.00	\$318.00	\$318.00	\$4,404.00





Department of the Treasury  
Internal Revenue Service**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ****2022****Open to Public Inspection****A** For the **2022** Calendar year, or tax year beginning **2022-05-01** and ending **2023-04-30****B** Check if available☐ **Terminated for Business**☒ **Gross receipts are normally \$50,000 or less****C** Name of Organization: **MCKINNEY REPERTORY THEATRE**  
**YOUNG ACTORS GUILD****111 N Tennessee Street,**  
**McKinney, TX, US, 75069****D** Employee Identification  
Number **45-4500606****E** Website:  
**yagmckinney.com****F** Name of Principal Officer: **McKinney Repertory Theatre**  
**Young Actors Guild**  
**111 N Tennessee St,**  
**McKinney, TX, US, 75069**

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.**



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**JUL 09 2012**

MCKINNEY REPERTORY THEATRE YOUNG  
ACTORS GUILD  
111 N TENNESSEE ST  
MCKINNEY, TX 75069

Employer Identification Number:

45-4500606

DLN:

17053058303022

Contact Person:

CHRIS BROWN

ID# 31503

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

January 30, 2012

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

**Request for Taxpayer  
Identification Number and Certification**

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

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b> Business name/disregarded entity name, if different from above.		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code		
	<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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-				-			
<b>or</b>											
<b>Employer identification number</b>											
					-						

**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>	<b>Signature of U.S. person</b> 	<b>Date</b> June 20, 2024
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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).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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-NEC (nonemployee compensation).
- 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), and 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.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form, you:**

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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and 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).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**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 their 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 their 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.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, 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 instructions for Part II 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, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

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

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, 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 are no longer 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

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should 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 line 1. 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 line 2. 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.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

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 U.S. commonwealth or territory, 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 U.S. commonwealth or territory.
- 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 as defined under section 581.
- 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 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> 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 reportable under section 6045(f), 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 requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

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 U.S. commonwealth or territory, 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 Regulations 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 Regulations 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.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## 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 ITIN. Enter it in the entry space for the Social security number. 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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, 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 SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 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/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**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 item 1, 4, or 5 below indicates 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 line 1 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), ABLE accounts (under section 529A), 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) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. 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
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> 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.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**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, 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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic 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 877-777-4778 or TTY/TDD 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](mailto: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 (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) 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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.