

Retail Development Infrastructure Grant Application

Name	Shaban Krasniqi
Company Name	Venezia Saponi
Federal Tax I.D.	93-4321226
Incorporation Date	11-04-2023
Mailing Address	1820 Eldorado Pkwy, McKinney, TX, 75070
Phone Number	(972) 841-7743
Email	VeneziaMckinney@hotmail.com
Website	New Business
Facebook	New Business
Instagram	New Business
Twitter / X	New Business
LinkedIn	New Business

Please provide a detailed narrative about your organization including years established, mission, goals, scope of services, successes, contribution to community, etc.

Name: Venezia Saponi

Years Established: Venezia Saponi was founded in 2023 by Benny Krasniqi, a passionate chef with a deep love for Italian cuisine and culture.

Mission: Our mission at Venezia Saponi is to transport our guests to Italy through authentic flavors, warm hospitality, and a cozy atmosphere. We strive to create memorable dining experiences that celebrate the richness of Italian culinary traditions while also embracing innovation and creativity.

Goals: Our primary goal is to consistently exceed our guests' expectations by offering delicious food made with the freshest ingredients, attentive service, and a welcoming ambiance. We aim to become a beloved fixture in the community and a go-to destination for anyone craving authentic Italian cuisine.

Scope of Services: Venezia Saponi offers a diverse menu inspired by the various regions of Italy, showcasing classic dishes like homemade pasta, pizzas, fresh seafood, and traditional desserts. We source our ingredients locally whenever possible, prioritizing quality and sustainability.

In addition to our restaurant services, we also provide catering for special events such as weddings, corporate gatherings, and private parties. Our catering menu can be customized to accommodate any dietary restrictions or preferences, ensuring that every guest enjoys a memorable dining experience.

Successes: Over the years, our sister restaurant Venezia's Pizza Cafe in Richardson has earned a reputation for excellence in both food and service. Our restaurant has been featured in several local publications and has received numerous accolades for our commitment to authenticity and hospitality. We take pride in the relationships we've built with our guests, many of whom have become regulars and part of the Venezia family.

Contribution to Community: At Venezia Saponi, we believe in giving back to the community that has supported us throughout the years. We plan to regularly participate in local charity events and fundraisers, donating our time, resources, and culinary expertise to worthy causes. Additionally, we will prioritize sustainability in our operations, implementing eco-friendly practices whenever possible to minimize our environmental impact.

Overall, Venezia Saponi is more than just a restaurant — it's a place where people come together to savor delicious food, create lasting memories, and celebrate the beauty of Italian culture. We look forward to welcoming you to our table and sharing the flavors of Italy with you.

Organization Type	Sole Proprietorship
Name	Shaban Krasniqi
Title	Owner
Mailing Address	6517 Crestmoor Ln, Sachse , TX, 75048
Phone Number	(972) 841-7743
Email Address	VeneziaMckinney@hotmail.com

Name	Shaban Krasniqi
Title	Owner
Mailing Address	6517 Crestmoor Ln, Sachse, TX, 75048
Phone Number	(972) 841-7743
Email Address	VeneziaMckinney@hotmail.com
Are you the property owner?	Yes
Project / Business Name	Venezia Saponi
Location of Project	Mckinney
Physical Address	1820 eldorado Pkwy, Mckinney, TX, 75070
Property Size (in acres)	1.37
Collin CAD Property ID	2543860
Property Use (retail, restaurant)	Restaurant
Estimated Date of Project Start Date	05-04-2024
Estimated Date of Project Completion Date	06-04-2024
Project Details and Proposed Use	Parking lot repairs behind building Remove existing landscaping behind building to prepare for concrete pour 27x21 3500 PSI concrete with 3/8 rebar every 16 inches 25x21 3500 PSI concrete with 3/8 rebar every 16 inches Side walk on side of building replace with concrete Remove existing landscaping Replace 47x5/ 16x5/ 5x5 total area with 16x16 concrete pavers Add cushion sand with a cement mixture Remove damaged and rebuild 16x3 retaining wall to match existing stone Patch damaged concrete in parking lot 6x11

Landscaping
Remove and replace all existing bushes
Remove dead trees and replace
Update all landscaping with seasonal flowers and grass
Restripe parking lot spaces and handicap spaces

Days / Hours of Business Operation New Business, not decided yet.

Has a request for grant funding been submitted to MCDC in the past five years? No

What is the total cost for this Project? 80685

What percentage of Project funding will be provided by the applicant? 50

Are matching funds available? No

Estimated Annual Taxable Sales 1,200,000

Current Appraised Value of Property 2,000,000

Estimated Appraised Value (post-improvement) 2,100,000

Estimated Construction Cost for Total Project 80,650

Total Estimated Cost for Exterior Infrastructure Improvements 80,650

Total Grant Amount Requested 50,000

Attach Competitive Bids for the Project [Venezia Outdoor Bid.xlsx](#)
[Venezia outdoor work.xlsx](#)

Has a feasibility study or market analysis been completed for this proposed project?

No

Attach Executive Summary

[New Business.pdf](#)

Current financial report including current and previous year's profit & loss statement and balance sheet.

[150 New Business 3450.pdf](#)

Audited financials for current and previous two years (if not available, please indicate why).

[151 New Business 449.pdf](#)

Reason for Unavailable Audited Financials

[152 New Business 4378.pdf](#)

Budget

[153 New Business 8783.pdf](#)

Financial Statements

[154 New Business 286.pdf](#)

W9

[Form W-9.pdf](#)

Business plan including mission and goals of company / organization, target customers, staff, growth goals, products / services, location(s), etc.

[Venezia.pdf](#)

Plat / map of property extending 200 feet beyond property in all directions (if applicable).

[Venezia Map.pdf](#)

Timeline and schedule from design to completion.

[Venezia Timeline.pdf](#)

Plans for future expansion / growth.

[Venezia Growth.pdf](#)

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

Selecting this option indicates your agreement with the above
statement.

Representative
Completing Application

A handwritten signature in black ink, appearing to be a stylized 'S' followed by a long horizontal stroke.

Date

01-25-2024

Property Owner

A handwritten signature in black ink, appearing to be a stylized 'S' followed by a long horizontal stroke.

Date

01-25-2024

Mission:

Venezia Saponi is dedicated to providing an authentic Italian dining experience that transports our guests to the heart of Italy through delicious cuisine, warm hospitality, and a welcoming ambiance. Our mission is to create memorable moments for our customers, celebrating the rich traditions and flavors of Italian cooking while fostering a sense of community and connection.

Goals:

Exceptional Dining Experience: Our primary goal is to consistently exceed customer expectations by delivering exceptional food, service, and atmosphere. We aim to create an environment where guests feel like they are dining in a traditional Italian trattoria, filled with warmth, laughter, and the aroma of freshly prepared dishes.

Community Engagement: We strive to become an integral part of the local community, actively participating in events, supporting local initiatives, and fostering relationships with customers, suppliers, and neighboring businesses. By engaging with our community, we aim to build trust, loyalty, and a strong customer base.

Sustainable Growth: While maintaining our commitment to quality and authenticity, we aim to achieve sustainable growth by expanding our customer base, increasing revenue streams, and exploring opportunities for innovation and diversification. We will continuously evaluate market trends, customer feedback, and industry best practices to adapt and evolve our business strategy accordingly.

Target Customers:

Our target customers include:

- Discerning food enthusiasts who appreciate authentic Italian cuisine made with the finest ingredients.
- Families seeking a welcoming and family-friendly dining experience.
- Couples looking for a romantic and intimate setting to enjoy a special meal.
- Business professionals seeking a convenient and high-quality dining option for lunches and dinners.
- Tourists and travelers eager to explore the culinary delights of Italy without leaving their city.

Staff:

Our staff will consist of skilled and passionate professionals dedicated to delivering exceptional service and hospitality. This includes:

- Experienced chefs trained in the art of Italian cooking, capable of preparing a wide range of traditional and contemporary dishes with precision and creativity.
- Knowledgeable servers who are friendly, attentive, and well-versed in Italian cuisine, wine pairings, and menu offerings.
- Support staff responsible for maintaining cleanliness, efficiency, and overall smooth operations in the restaurant.
- Management team overseeing day-to-day operations, customer relations, staff training, and strategic planning.

Growth Goals:

In the short term, our growth goals include:

- Achieving positive word-of-mouth and online reviews to increase visibility and attract new customers.
- Building a loyal customer base through targeted marketing campaigns, promotions, and loyalty programs.
- Expanding our catering services to cater to private events, corporate functions, and special occasions.
- Establishing partnerships with local businesses, hotels, and tourist attractions to promote cross-promotional opportunities and attract a diverse clientele.

In the long term, our growth goals include:

- Opening additional locations in high-traffic areas to serve a broader customer base and increase brand recognition.
- Exploring opportunities for franchising or licensing our concept to expand into new markets regionally or nationally.
- Diversifying our revenue streams by introducing retail products, cooking classes, culinary tours, or online meal delivery services.
- Continuously innovating and evolving our menu offerings, technology infrastructure, and customer experience to stay ahead of industry trends and remain competitive in the market.

Products/Services:

Venezia Saponi will offer a diverse menu of authentic Italian dishes, including:

- Antipasti: Fresh salads, cured meats, cheeses, and bruschetta.
- Primi Piatti: Homemade pasta, risotto, and gnocchi prepared with seasonal ingredients and traditional sauces.
- Secondi Piatti: Grilled meats, seafood, and poultry dishes served with flavorful sauces and accompaniments.

- Wood-fired Pizzas: Thin-crust pizzas topped with premium ingredients and cooked to perfection in our wood-fired oven.
- Dolci: Decadent desserts such as tiramisu, panna cotta, and gelato made in-house by our talented pastry chef.
- Wine and Beverages: A curated selection of Italian wines, craft cocktails, and non-alcoholic beverages to complement the meal.

In addition to our restaurant services, we will offer:

- Catering: Customized catering packages for weddings, private parties, corporate events, and special occasions.
- Private Dining: Private dining rooms and event spaces for intimate gatherings, celebrations, and business meetings.

Location(s):

Our flagship location will be strategically situated in a bustling commercial district or vibrant neighborhood with high foot traffic and visibility. The location will offer easy accessibility, ample parking, and proximity to residential areas, businesses, and tourist attractions. Depending on market demand and growth opportunities, we may consider expanding into additional locations in the future.

With a clear mission, strategic goals, a focus on quality and customer satisfaction, Venezia Saporì is poised for success in the competitive restaurant industry. We are committed to delivering an authentic Italian dining experience that delights our customers, fosters community connections, and celebrates the timeless appeal of Italian cuisine and culture.

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Here's a short timeline and schedule for the design and completion of Venezia Saporì:

Phase 1: Pre-Development (2 months)

Market Research and Concept Development: Conduct market research to identify target demographics, competitor analysis, and consumer preferences. Develop the restaurant concept, including menu offerings, ambiance, and branding.

Legal and Permits: Obtain necessary permits and licenses for restaurant operation, including health permits, alcohol licenses, and zoning approvals. Hire legal counsel if needed to ensure compliance with local regulations.

Phase 2: Design and Construction (4 months)

Architectural Design: Hire an architect and design team to create detailed architectural plans for the restaurant layout, interior design, and kitchen infrastructure. Incorporate elements of Italian aesthetics and functionality into the design.

Interior Design and Décor: Work with interior designers and decorators to select furniture, fixtures, lighting, and décor that align with the restaurant concept and create a welcoming atmosphere for guests.

Kitchen Equipment and Setup: Procure and install commercial kitchen equipment, including ovens, stoves, refrigerators, and food preparation stations. Ensure compliance with health and safety regulations and optimize workflow efficiency.

Construction and Renovation: Begin construction and renovation of the restaurant space according to architectural plans. Coordinate with contractors, subcontractors, and vendors to complete structural work, plumbing, electrical, HVAC, and finishing touches.

Phase 3: Pre-Opening Preparations (1 month)

Menu Development and Testing: Finalize the restaurant menu based on market research, culinary expertise, and ingredient availability. Conduct menu tastings and gather feedback from focus groups or trusted advisors.

Staff Recruitment and Training: Recruit and hire kitchen staff, servers, bartenders, and support personnel. Develop training programs to ensure consistency in food quality, service standards, and guest experience.

Phase 4: Grand Opening (1 day)

Marketing and Promotion: Launch marketing and promotional campaigns to generate buzz and attract customers to the grand opening event. Utilize social media, email marketing, local advertising, and community outreach to reach target audiences.

Grand Opening Event: Host a grand opening celebration to officially unveil Venezia Saponi to the public. Invite local influencers, media outlets, and community leaders to attend. Offer special promotions, tastings, and entertainment to entice guests and create a memorable experience.

By following this timeline and schedule, Venezia Saponi can successfully navigate the design and completion process, culminating in a successful grand opening and the beginning of a new chapter in the restaurant's journey.

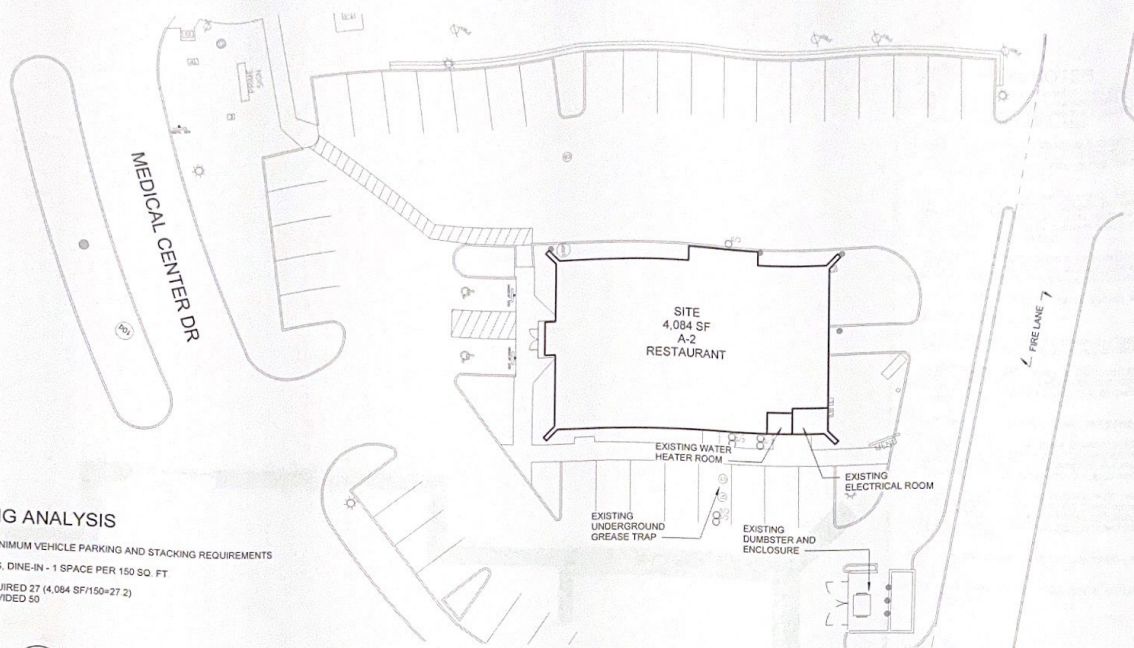
PARKING ANALYSIS

TABLE 2-38 MINIMUM VEHICLE PARKING AND STACKING REQUIREMENTS
 RESTAURANTS, DINE-IN - 1 SPACE PER 150 SQ. FT.
 PARKING REQUIRED 27 (4,084 SF/150 = 27.2)
 PARKING PROVIDED 50



2 SITE PLAN

1" = 20'-0"

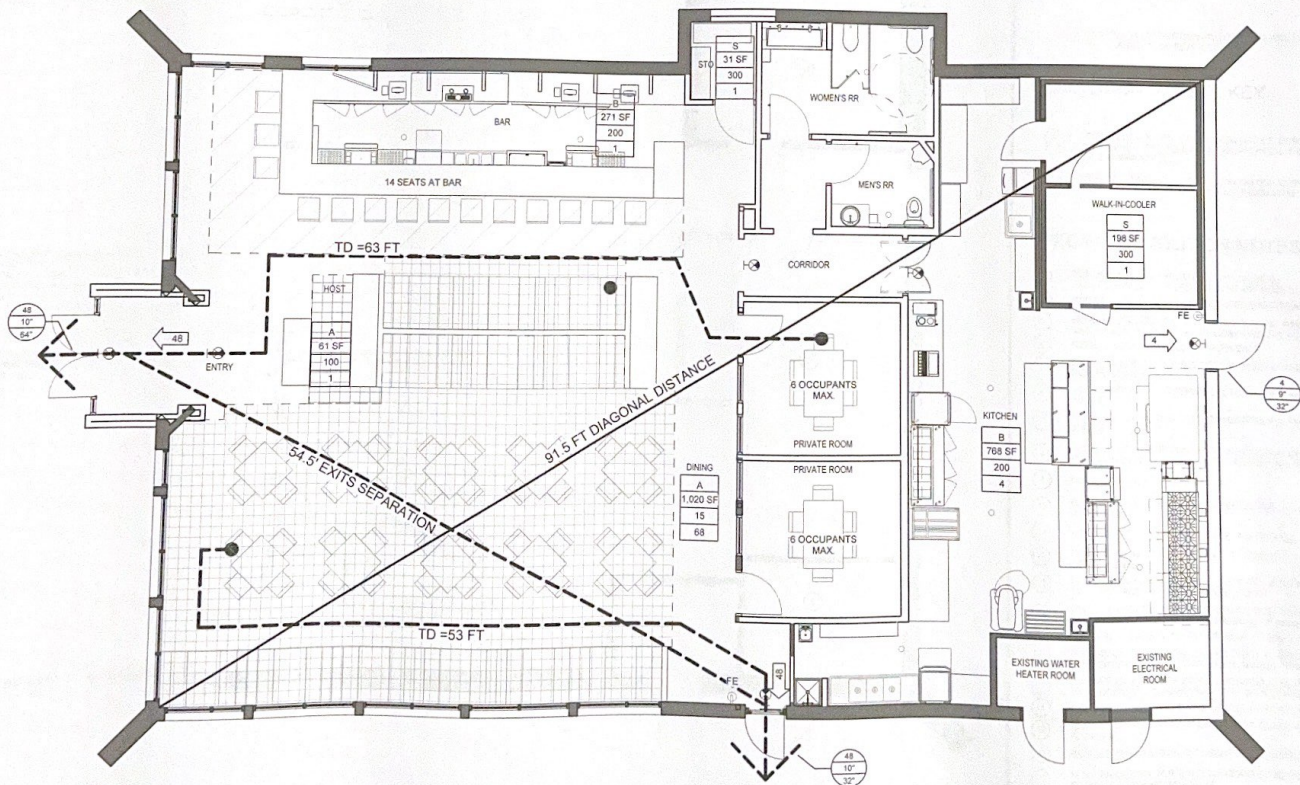


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1 LIFE SAFETY PLAN

3/16" = 1'-0"





Restaurant Solutions of Texas Contract Worksheet

Business: Venezia Sapori
Address: 1820 Eldorado Pkwy McKinney, TX 75069

Date Prepared: 1/30/2024

Owner: Shaban Krasniqi

Phone No: 972-841-7743

Fax No: N/A

Contractor Company: Restaurant Solutions of Texas

Contact Name: Tony Hajro

Phone No: (817) 800-4700

Fax No: N/A

Approximate Sq. Footage:

	Qty.	Original Amount	Current Amount	Date Changed	Difference Amount	Customer Initial (Notes)
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GENERAL CONDITIONS

Project Management Costs

Design, Layout, & Blueprints

Permits, Licenses, Registration

Field Design & Layout Costs \$ - \$ 1,500.00

Job Protection / Insurance \$ - \$ 500.00

Management / Supervision \$ - \$ 2,000.00

Contingency Costs \$ 200.00

On-Site Construction Costs

Dumpster Rental \$ - \$ 800.00

Project Equipment Rental \$ 500.00

Misc. Other Rental

On-Site Storage Container Rental \$ - Paid by owner

Other Project Related Const. Costs (X-Ray) \$ -

Safety Requirements

Temporary Fencing / Gates / Barricades

Testing \$ -

Weather Protection \$ -

Misc. Safety \$ 500.00

General Labor / Clean Up

Sitework / Demolition \$ - \$ - Prev. Paid

Excess Hauling Charges \$ -

General Clean / Labor \$ -

Final Clean \$ -

Travel Expenses Included in General Contractor Fees

Auto Mileage Reimbursement (..575/mi) \$400/week 10 weeks

Hotel Charges \$100/night 2 rooms

Contract Meals (\$60/day) \$60/pp/day

Tolls

Miscellaneous Costs

Temporary Utilities \$ -

Other Costs \$ -

General Conditions Total \$ - \$ 6,000.00



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EXTERIOR CONSTRUCTION

Roofing Costs

General Roofing	\$	-				
Roof Cutting & Reseal	\$	-				
Flashing / Caulking / Sealants	\$	-				
Guttering / Shingles / Sky Lights			\$	-		

Air Conditioning

HVAC (New Ductwork, Diffusers)	\$	-				
Equipment Delivery / Removal						
Certified Air Balance						
Misc. Costs						

Parking Area

Asphalt Patch & Seal	\$	-				
Concrete Pour / Barricades / Safety Signs & Posts	\$	4,200.00				
Striping	\$	4,800.00				

Exterior Walls

Entry Door / Frame / Hardware	\$	-	\$	-		Included below
Exit Door(s) / Frame / Hardware			\$	-		Included below
Windows / Glass						
Exterior Facat (Canopy removal)			\$	800.00		

Outside Patio Area

Concrete Pour / Barricades / Safety Signs	\$	19,800.00				
Exterior Walls / Fence / Security	\$	3,900.00				
Electrical, Audio, CAT6, TV Hookup	\$	-				Paid by owner

Landscaping

Irrigation System	\$	5,000.00				
Lawn (Seed / Sod)	\$	3,500.00				
Trees / Plants / Shrubs / Decorator Rock	\$	38,000.00				

Miscellaneous Costs

Exterior Signage Removal / Install	\$	-				
Security System Hookup / Test	\$	-				Paid by owner
All other Exterior Construction Costs	\$	-				

Exterior Construction Total	\$	-	\$	80,000.00		
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Fax No: N/A

Contractor Company: Restaurant Solutions of Texas

Contact Name: Tony Hajro

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Fax No: N/A

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INTERIOR (GENERAL) CONSTRUCTION

General Interior

Concrete - Demo & Redo (Inc. Rebar)

Cauking / Sealing / Stripping \$ -

Masonry Work \$ -

Misc. Metal \$ -

Millwork \$ -

Wood Blocking \$ -

Handrails (Handicap) \$ -

Temporary Wall Units \$ -

Interior Insulation \$ -

Glazing/Sneeze Guard \$ -

Misc. Costs \$ -

Project (General) Site Costs

Plumbing \$ -

Electrical \$ -

Drywall / Acoustical \$ -

Tape / Bed / Texture / Paint \$ -

Electrical (Special Case) \$ - TBD

Misc. Costs \$ -

Kitchen Area

Walls / Ceiling \$ -

Walk In Cooler / Freezer Const \$ -

Storage Area Construction \$ -

Flooring \$ -

Equipment (Delivery & Install) \$ -

Food Preparation Area

Flooring \$ -

Granite / Marble Tops \$ -

Ceiling Fans \$ -

Misc. Costs \$ -

Interior Const. Page Total

\$ - \$ -



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INTERIOR COSTRUCTION (KITCHEN / STORAGE / FOOD PREPARATION AREA)

Cooking Hood (12 Ft. Class I)

Suppression System, Ansel	\$	-	\$	-
Hood, Stainless, Insulation & Install				
Roof Curbs	\$	-	\$	-
Fire Inspections & Test			\$	-
Grease Duct			\$	-
Labor & Installation			\$	-

Storage, Cleaning , Food Preparation Areas

Included Above

Flooring	\$	-	\$	-
Walls (FRP,Tile, Stainless)			\$	-
Ceilings (Cleanable)			\$	-
Electrical, CAT6, POS Hookup			\$	-
Plumbing (Sinks, Cooler, Drains, etc)			\$	-
Gas Line Installation & Test			\$	-
Dry Storage Area Construction			\$	-
Office Area Construction			\$	-
Counter Tops (Stainless, Granite, other)			\$	-
Required Sanitary Items (Soap, Papertowel, etc)			\$	-

Miscellaneous Other Costs Not Included Above

Not Required

Fire Sprinkler System	\$	-	\$	-
Install, Inspect & Test			\$	-
Fire Extinguisher			\$	-

Kitchen Const. Page Total	\$	-	\$	-
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INTERIOR CONSTRUCTION (REMAINING INTERIOR AREAS)

Bar/Counter Area

\$ -

Flooring	\$	-	\$	-
Walls	\$	-	\$	-
Ceilings	\$	-	\$	-
Electrical, CAT6, POS, TV Hookup			\$	-
Plumbing (Sinks, Cooler, Drains, etc)			\$	-
Shelving			\$	-
Counter Tops (Granite, Marble, Oth	\$	-	\$	-
Ceiling Fans			\$	-
Required Sanitary Items (Soap, Paper	\$	-	\$	-
Misc. Costs	\$	-	\$	-

Dining Area

Flooring	\$	-		
Walls			\$	-
Ceilings				
Electrical, CAT6, POS, TV Hookup			\$	-
Serving Station Construction				
Counter Tops (Granite, Marble, Other)			\$	-
Required Sanitary Items (Soap, Papertowel, etc)			\$	-
Ceiling Fans			\$	-
Misc. Costs	\$	-		

Bathroom Area

Toilets / Urinals			\$	-
Flooring			\$	-
Mirrors			\$	-
Granite / Marble Tops			\$	-
Exhaust Fans			\$	-
Required Sanitary Items (Soap, Papertowel, etc)			\$	-
Misc. Costs	\$	-	\$	-

Miscellaneous Other Costs Not Included Above

\$ -

Interior Const. Page Total

\$ - 5 OF 8

\$ -



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RESTAURANT FURNITURE / EQUIPMENT

Bar Area	\$	-	Not Applicable
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Seating - Tables	\$	-	\$	-
Chairs	\$	-	\$	-
Bar Stools	\$	-	\$	-
Service - Glassware/Stemware	\$	-	\$	-
China (Plates,etc)	\$	-	\$	-
Flatware/Utinsels	\$	-	\$	-
Bar Top Lighting	\$	-	\$	-
Back Bar/Under Bar				
Refridgeration	\$	-	\$	-
Dishwasher / Dryer	\$	-	\$	-
Stainless (Sinks, Tables, etc.)	\$	-	\$	-
Liquor Cabinets / Jack Boxes	\$	-	\$	-
Audio/Video Equipment	\$	-	\$	-
Refridgeration System	\$	-	\$	-
Other Equipment	\$	-	\$	-

Dining Area	By Owner
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Seating - Tables	\$	-	\$	-
Chairs	\$	-	\$	-
Bankettes / Booths	\$	-	\$	-
High Chair/Boosters	\$	-	\$	-
Service - Glassware/Stemware	\$	-	\$	-
China (Plates,etc)	\$	-	\$	-
Flatware/Utinsels	\$	-	\$	-
Table Lighting	\$	-	\$	-
Audio/Video Equipment	\$	-	\$	-
Decorations - Wall	\$	-	\$	-
Floor	\$	-		
Other Equipment	\$	-	\$	-

Miscellaneous Other Costs Not Included Above

POS System & Printers	\$	-	\$	-
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Fax No: N/A

Approximate Sq. Footage:

	Qty.	Original Amount	Current Amount	Date Changed	Difference Amount	Customer Initial
Equipment Cost Page Total		\$ -	\$ -			

RESTAURANT FURNITURE / EQUIPMENT

Kitchen Area					\$ -	
Cooking - Gas Ranges/ Grilles	\$	-	\$	-		
Ovens	\$	-	\$	-		
Deep Fryers	\$	-	\$	-		
Rice Cookers	\$	-	\$	-		
Stainless - Prep Tables	\$	-	\$	-		
Sinks (Hand)	\$	-	\$	-		
Sinks (Multi-comp)	\$	-	\$	-		
Shelving - Walkin Cooler/Freezer	\$	-	\$	-		
Dry Storage	\$	-	\$	-		
Counter (Over/Under)	\$	-	\$	-		
Dishwasher / Dryer	\$	-	\$	-		
Walkin Cooler (1) / Freezer (1)	\$	-	\$	-		
Refridgeration / Freezer	\$	-	\$	-		
Ice Making Machine	\$	-	\$	-		
Ice Storage Bin	\$	-	\$	-		
Dough Mixer	\$	-	\$	-		
Kitchen Equipment (Smallware)	\$	-	\$	-		
Pots / Pans / Etc.	\$	-	\$	-		
Misc.Other Equipment	\$	-	\$	-		
Office / Bath Areas						By Owner
Office A/V Equipment	\$	-	\$	-		
Office Desk/Computer/Safe	\$	-	\$	-		
Decorations - Wall	\$	-	\$	-		
Floor	\$	-	\$	-		
Miscellaneous Other Costs Not Included Above					\$ -	

Equipment Cost Page Total	\$	-	\$	-		
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ITEMIZED JOB COST SUMMARY

General Conditions	\$	6,000.00		
Exterior Construction	\$	80,000.00		
Interior Construction (General)	\$	-		
Interior (Kitchen, Storage, Food Preparation)	\$	-		
Interior Construction (All Other)	\$	-		
Furniture/Equipment (Bar, Dining Areas)	\$	-		
Furniture/Equipment (Kitchen, Bath Areas)	\$	-		
Performance/Payment Bond	\$	1,720.00		2%
General Contractor Fees	\$	8,600.00		10%
State Sales Tax	\$	7,095.00		8.25%
Construction Cost Grand Total	\$	103,415.00		
Approximate Cost / Square Foot	\$	103,415.00		

NOTES:

- 1
- 2
- 3
- 4

INVOICE #104

Bona Enterprises, LLC

469-222-2570

1/22/2024

Client

Venezia Saponi
1820 Eldorado Pkwy
McKinney, TX 75069

Details	Column1
Parking lot behind building	
Remove existing landscaping behind building to prepare for concrete poor	
27x21 3500 PSI concrete with 3/8 rebar every 16 inches	
25x21 3500 PSI concrete with 3/8 rebar every 16 inches	
Side walk on side of building replace with concrete	
Remove existing landscaping	
Replace 47x5/ 16x5/ 5x5 total area with 16x16 concrete pavers	
Add cushion sand with a cement mixture	
Remove damaged and rebuild 16x3 retaining wall to match existing stone	
Patch damaged concrete in parking lot 6x11	
Landscaping	
Remove and replace all existing bushes	
Remove dead trees and replace	
Update all landscaping with seasonal flowers and grass	
Restrip parking lot spaces and handicap spaces	
TOTAL	\$80,685.00

Make all checks payable to Bona Enterprises, LLC

THANK YOU FOR YOUR BUSINESS!

New business that plans to open in April.

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. VENEZIA SAPORI LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S Note: 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 not 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. ☐ Other (see instructions) ►	4 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>
	5 Address (number, street, and apt. or suite no.) See instructions. 1820 ELDORADO PKWY	Requester's name and address (optional)
	6 City, state, and ZIP code MCKINNEY TX 75069	
7 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.

Social security number									
			-				-		
or									
Employer identification number									
9	3		-	4	3	2	1	2	6

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

Sign Here	Signature of U.S. person ►	Date ►
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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.

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.

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. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. 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).

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

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

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

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

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

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

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

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

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

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 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 under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, 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 no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

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

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

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

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

Specific Instructions

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.

a. **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: 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 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** 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.

d. **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. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity 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, "Business name/disregarded entity name." 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, you may enter it on line 2.

Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	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 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 in 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 possession, 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 possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

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

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

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

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney 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) written or printed 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 possession, 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, write 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 individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

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). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *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. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to 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 to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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

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

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

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if 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 ¹
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 ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 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 ⁴
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

For this type of account:	Give name and EIN of:
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 under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

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

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

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

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

For more information, see 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 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit 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 possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.