

Promotional and Community Event Grant Application

McKinney Community Development Corporation FY 2025

Important Information

- Please read the McKinney Community Development Corporation [Grant Guidelines](#) before completing this application.
- The Grant Guidelines are available at [McKinneyCDC.org](#) or by emailing Info@McKinneyCDC.org.
- Applications must be completed in full, using this online form and submitted by 5 p.m. on the application deadline indicated on the [Grants page](#) of the McKinney CDC 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](#).

Company Name Millennial Maven Creative Foundation

Federal Tax I.D. 99-0747051

Incorporation Date Wednesday, January 17, 2024

Mailing Address 13601 Preston Rd, Ste. E565
Dallas, TX, 75240

Phone Number (205) 447-0097

Email info@millennialmavemcf.com

Website www.millennialmavencf.com

Social Media millennialmavencf

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

Taking off in 2025, The Millennial Maven Creative Foundation has already created great community impact through immersive workshops and unique events. At the Millennial Maven Creative Foundation, our mission is to achieve a vibrant and sustainable creative community. We aim to empower women and youth to cultivate careers in the creative space by providing them with culturally competent strategies, hands on experience and teaching sound business practices. Our goal is to expose women and youth to various careers in the creative space and provide them with effective strategies for implementation to land jobs, aiming to create a culturally diverse and sustainable creative community.

With industry forward mentors, interactive programming and concepts, and strategic partnerships, we truly focus on creating unique experiences in understanding creative careers. Within a few months, MMCF has activated over 500 adults and kids with more programming slated for the rest of the year. Our goal is to help connect women and youth to creative fellowships and jobs to increase representation in the workforce.

Select One

Nonprofit 501(c)3 (Attach copy of IRS Determination Letter)

IRS Determination Letter for 501(c)3



Milleninial Maven Creative Foundation... .pdf

Representative Completing Application	Bridgette Jones Executive Director
Mailing Address	4300 Horizon N Pkwy, Apt. 722 Dallas, TX, 75287
Phone Number	(205) 447-0097
Email	contact@theoperativeedit.com
Contact for Communications Between MCDC and Organization	Valese Jones Director of Communications
Address	4300 Horizon N Pkwy, Apt. 722 Dallas, TX, 75287
Phone Number	(214) 885-1541
Email	valese@sincerelynicole.net
Funding - Total Amount Requested	10,000
Are matching funds available?	Yes
Matching Funds Available	10,000 (through sponsorship which will come in the fall)
Will funding be requested from any other City of McKinney entity (e.g. Visit McKinney, Arts Commission, City of McKinney Community Support Grant)?	Yes
Provide name of City of McKinney entity funding source and amount.	We are currently reviewing all opportunities for funding and will apply if we are a match
Have you received or will funding be requested from other organizations / foundations?	Yes
Provide name of organization / foundation funding source and amount.	MCDC
Has a request for funding for this Promotional / Community Event been submitted to MCDC in the past five years?	No

Shy Amos (known as Shy Speaks)
Kurtis Graham
Mahisha Dellinger
J'Zon Azeri
Holly Burrow

Bridgette Jones- Executive Director
Valese Jones- Director of Communications

Date(s) of Event October 18, 2025

Location(s) District 121

Event(s) open to the public? Yes

General Admission \$30
VIP \$75

The target audience for this event is multi-cultural families and single guests looking to build community as there will be a kids game zone area, line dance classes, sponsored activations, local community vendors, and multi-cultural country music performers.

Is this the first for this event? Yes

How does event showcase McKinney for tourism and/or business development?

Using small events to help lead up to the festival in McKinney has granted MMCF to receive in person feedback from McKinney residents, in which those residents are wanting more diverse events targeting all of the cultures within their community. The particular type of events we are brining to District 121 is normally held in South Dallas or other urban areas. Rooted in Rhythm will engage an audience that is currently not active within the community or go to other suburbs to feel included.

Expected attendance. 700

Expected number or percentage of attendees coming from outside of McKinney. 30%

Does the event support a non-profit (other than applicant)?

No

If yes, what organization(s) are supported? The event does not support an additional non-profit; however, a portion of the proceeds will go towards replacing music instruments for those affected by the LA fires and will also go towards programming for MMCF.

What percentage of revenue will be donated (indicate gross or net)? 30%

Financial Goals of Promotional / Community Event

Gross Revenue 52,500

Projected Expenses 43,995

Net Revenue 8,505

Other Funding Sources

Partner Sponsorships from Red Bull and Mike’s Hard Lemonade. Final numbers are being discussed as we have expanded the sponsorship opportunities due to rescheduling because of inclement weather.

We are also speaking with additional companies for sponsorship, but have not finalized sponsorship from them as of yet.

Provide a detailed narrative of the event(s) including mission, goals, activities, schedule, production timeline, goals for growth / expansion, etc.

"Rooted in Rhythm" is an exciting music program hosted by the Millennial Maven Creative Foundation, that features workshops, events and the festival rescheduled to take place on October 18, 2025, at District 121. Originally planned for earlier this year, the event was postponed due to inclement weather, demonstrating our commitment to ensuring a safe and enjoyable experience for all attendees.

This concert series aims to celebrate and promote local artists while fostering community engagement through music and the arts. Headlined by the dynamic Pynk Beard, the event will showcase a diverse lineup of talented performers, highlighting the rich cultural landscape of our community.

In addition to the main concert, the Millennial Maven Creative Foundation is committed to enhancing community involvement leading up to the event. We will host various activities, including line dancing classes and mini concerts, to keep the excitement alive and encourage participation from all community

members.

"Rooted in Rhythm" not only showcases the power of music but also serves as a platform for dialogue and connection among attendees. We invite everyone to join us for this inspiring celebration of creativity and community on October 18, 2025. Together, we can uplift local talent and reinforce the importance of the arts in our lives.

The Production timeline is already set as we were preparing for an April show. Our musical director has already created and practiced with the house band for all of the musical artists. He has also already created and arranged the setlist. Our sound team already has the sound list and LED screen for viewing. Volunteer roles and training is already documented, in addition to our event staff. We are more than prepared to ensure a smooth event on October 18th, 2025.

Our goal is to continue to grow the event in McKinney and expand into different genres to showcase multicultural artists, giving residents in the North of Dallas area fun and engaging events, while also growing to provide job opportunities to residents.

Provide a detailed marketing plan and budget for the event(s).

As this event was postponed and rescheduled due to inclement weather, our goal is to continue excitement around the event through engaging, community filled activities throughout the summer in partnership with our sponsors.

Summer Concert Series
We already kicked off our first concert summer series in April with one of the showcases featured artist, Pink Byrd. This was also tied to a private listening party held on the Thursday night before for special guests, sponsored by Jim Beam.

In Partnership with Red Bull, Credit Union of Texas, and Lane Boots, we will hold another summer concert series in July featuring Stephan Urbina Jones and the Honky Tony Mariachi Band.

Line Dance Classes
As our event is all about celebrating southern culture, we are doing monthly Line Dance Classes at District 121 in partnership with the Credit Union of Texas. Our first line dance class amassed over 250 RSVPS! So far we have completed two line dance classes for May with a continuation in June, July, and August to continue to promote the event and bring together different cultural backgrounds in the McKinney community.

In addition to community driven events, we are already schedule for Texas Today in October, will continue to drive event awareness through socialized sponsored content with out partners and sponsors, run social media ads, and focus on in person marketing touchpoints.

*Please check our out Instagram page (@millennialmavencf) to see recaps of these amazing events so far!

Plan should include promotional channels (print ads including publication names, social media, radio, posters, flyers, yard signs, etc.)

Promotional Channel	Budget
Social Media	3500
Radio	1750
Print Marketing	1500
Marketing Events	8250
Influencer Marketing	2500
Print/Blog Publications	2500

Total Promotional Budget 20,000

What percentage of the total marketing budget does the grant represent? 50%

Attendance from previous event(s), if applicable McKinney Events: 330/ Dallas Events: 300

Marketing lessons learned from past (what worked and what did not).
A marketing lesson that we have learned in the past is better understanding of what type of social media expert/ team to hire for certain areas of the event. We have learned that influencer marketing works better for Day of and After the Show recap to help retention for the next showcase versus utilizing them to help drive ticket sales for a first time event.

A marketing lesson that has worked is doing A/B testing with marketing to understand which ads work best early on to ensure money is not being wasted.

How will you measure success of your event and marketing campaign? (attendance, website hits, social media indicators, etc.)
As our Director of Communications is a seasoned publicist that runs her own PR Firm (Sincerely Nicole Media), we have access to software that can break down metrics from ads, social media posts, print press releases and more.

We also utilize insights from our website, www.millennialmavencf.com, and social media insights. Our Director of Communications creates reporting to break down these metrics as it is also expected from other sponsors, whether financial or product based.

Please include examples of past marketing efforts (screen shots of ads, posters, social posts, radio text, etc.)
Please see budget document as there is not a way to post screenshots in this area.

Budget

 MMCF 2025 Operational Budget - She... .pdf

What percentage of Project / Promotional / Community Event funding will be provided by the applicant? 50%

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.?

Sponsorship Revenue	30,000
Registration Fees	15,000
Donations	5000
Other (raffle, auction, etc.)	2500
Net Revenue	52,500

- Provide an overview of the organization's financial status, including the impact of this grant request 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.

Budget



MMCF 2025 Operational Budget - She... .pdf

Financial Statements



MMCF Financial Status.pdf

W9



w9.pdf

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.

If funding is approved by the MCDC board of directors, Applicant assures:

- The Promotional / Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for advertising, marketing and promotion of the Promotional / Community event described in this application.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Promotional / Community Event. A logo will be provided by 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 on MCDC website and social media content.
- A final report detailing the success of the Promotional / Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Promotional / Community Event.
- Grant funding is provided on a reimbursement basis subsequent to the 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.**

Applicant Electronic Signature

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.

Chief Executive Officer



Date

Friday, May 30, 2025

Representative Completing Application



Date

Thursday, May 29, 2025

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.



*Millennial Maven
Creative Foundation*

2025 STAFF, BOARD, AND MENTORS



*Millennial Maven
Creative Foundation*

2025 STAFF, BOARD, AND MENTORS



PRESENTS

Millennial Maven Creative Foundation

Rooted In Rhythm: Uncovering Country Gems

Rooted In Rhythm: Uncovering Country Gems is a transformative music showcase that shines a spotlight on the often overlooked and underrepresented musicians in the country music genre.

October 18th, 2025
2-10:00 p.m.

www.millennialmavencf.com

ABOUT ROOTED IN RHYTHM

"INSPIRATION"

"Rooted in Rhythm" is an exciting music program hosted by the Millennial Maven Creative Foundation, that features workshops, events and the festival rescheduled to take place on October 18, 2025, at District 121. Originally planned for earlier this year, the event was postponed due to inclement weather, demonstrating our commitment to ensuring a safe and enjoyable experience for all attendees.

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In addition to the main concert, the Millennial Maven Creative Foundation is committed to enhancing community involvement leading up to the event. We will host various activities, including line dancing classes and mini concerts, to keep the excitement alive and encourage participation from all community members.

"Rooted in Rhythm" not only showcases the power of music but also serves as a platform for dialogue and connection among attendees. We invite everyone to join us for this inspiring celebration of creativity and community on October 18, 2025. Together, we can uplift local talent and reinforce the importance of the arts in our lives.



CONCERT LINE UP

Click On Picture To Get A Preview of Artist

Elsie



 31.1K

 62.2K

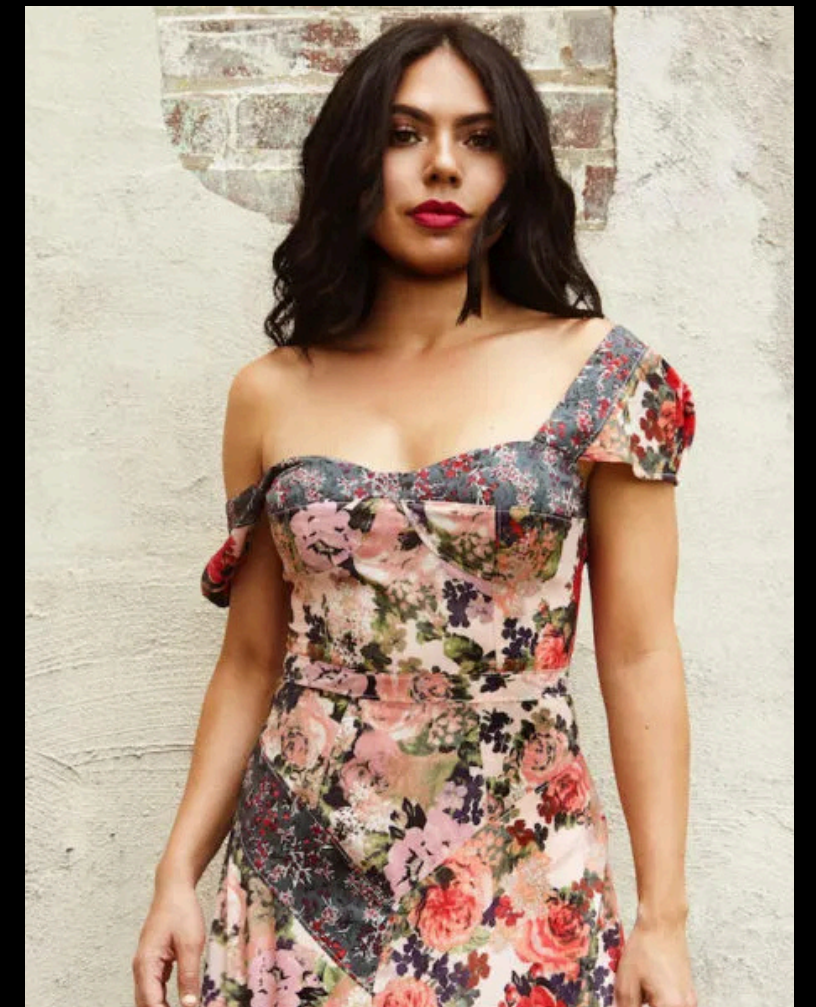
Amira Unplugged



 16.9K

 142K

Valerie Ponzio



 49.5K

 87K

CONCERT LINE UP

[*Click On Picture To Get A Preview of Artist*](#)

The Kentucky Gentlemen



 18.7K
 11.4K



Pynk Beard



 87.5K
 185.4K

Squeezebox Bandits



 2.7k
 1084

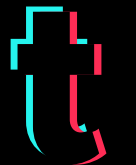
CONCERT LINE UP

Click On Picture To Get A Preview of Artist

Adrian Garza



2.6K

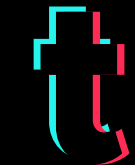


508

Kayenne The Creole Cowboy



178



4.6K

CONCERT LINE UP

Click On Picture To Get A Preview of Artist

Tighten Up With Tiff



51.6K



24K

DJ Rick Dominguez



3.2k



756

DISTRICT 121



EVENT SERIES BREAKDOWN

Line Dance Classes

- Led by: Tighten Up With Tiff
- Location: District 121
- Dates:
 - May 20th
 - June 24th
 - July 29th
 - August 26th

Boot Parties

- Location: Lane Boots store in Dallas Galleria
- Dates:
 - June (specific date TBD)
 - July (specific date TBD)
 - August (specific date TBD)
 - September (specific date TBD)
 - October (specific date TBD)

Mini Concerts

- Location: Blueprint University
- Dates:
 - July (specific date TBD)
 - August (specific date TBD)

Main Festival

- Date: October 18th
- Time: 2:00 PM - 10:00 PM
- Location: District 121

6731 Alma Rd, McKinney, TX 75070



Wednesday October 15th, Comedy Show at TK's

Thursday October 16th, Boot Party, Lane Boots

Sunday October 20th, Brunch 11–3 p.m. at The Fivee Bistro and Grill



Mecca Evans
@Meccaveli

74.6 K
640k



17.9K Subscribers

Hosts



Jamila Bell
@_iamjamila

48.7 K
345K

ADDITIONAL
ELEMENTS

The BUZZ So FAR!

Check out insights from our social media to see how we getting the audience excited for Rooted in Rhythm!

25.7K

2,344

5,899

4,836

7,121

351K

662K

5,954

4,671

28.9K

2,930

2,929

61.5K

10.1K

1,378

662K

5,954

4,671

28.9K

2,930

2,929

61.5K

10.1K

1,378

Interactions

Last 30 days

Apr 29 - May 28

15,505

Interactions

4.3% from ads

3.2%

Followers

96.8%

Non-followers

Interactions

12,506

By content type

All Followers Non-followers

Reels

94.9%

Posts

5.0%

Stories

0.1%

Followers

Non-Followers

Ad insights

Last 90 days

Feb 28 - May 28

Overview

Your total ad performance from the last 90 days

Views

5,479

Reach

4,315

Engagement

2,155

Link clicks

301

Follows

10

Professional dashboard

Apr 29 - May 28

Insights

Views

259.6K

Interactions

15.5K

New followers

360

Content you shared

18

Ad insights

Next steps

Get Meta Verified

Sign up for a verified badge, account protection and more.

Reach new audiences

Share your past reels to your Facebook Page to expand your reach.

Reach people with messaging ads

Create meaningful relationships that lead to sales.

Ads you shared

By views

DALLAS

22,530

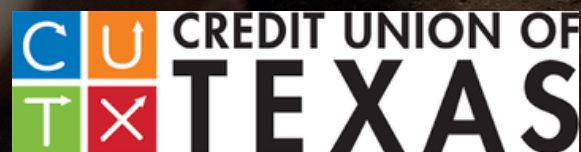
11,824

5,479



WHY SPONSOR US?

Current Partners



Brand Exposure

Gain significant visibility and exposure for your brand through our event, reaching a diverse audience of attendees and creating lasting brand recognition.

Community Engagement

Show your commitment to the local community by sponsoring our event, demonstrating your dedication to supporting and engaging with the people and organizations in the area.

Customer Engagement

Connect directly with potential customers and build meaningful relationships by sponsoring our event, providing opportunities for engagement and interaction with your target audience.

Media Exposure

Generate buzz and media coverage for your brand through our event, with opportunities for press releases, interviews, and features in local and industry-specific publications.

Social Media Promotion

Leverage the power of social media by sponsoring our event, with dedicated mentions, tags, and hashtags on our social media platforms, increasing your brand's reach and engagement.

Brand Alignment

Align your brand with our event's values, themes, and target audience, enhancing your brand's reputation and perception through association with our reputable and well-regarded event.

Custom Opportunities

Tailor your sponsorship to meet your specific marketing objectives, with customizable opportunities such as branded activations, product placements, or exclusive experiences, ensuring maximum impact and ROI for your brand.

SPONSORSHIP TIERS

Country Legend - \$ 25,000

As our Country Legend Sponsor your brand will shine as the premier sponsor, enjoying maximum visibility and an unrivaled on-site presence at our event.

- Exclusive title rights as the "Country Legend Sponsor" for the Rooted In Rhythm event
- Prominent logo placement on all event promotional materials, including posters, flyers, and digital advertisements, showcasing support as the Country Rhythm Legend Sponsor
- Recognition as the premier sponsor during event announcements and press releases
- VIP access and seating for a designated number of guests
- Opportunity to display branding and promotional materials at the event venue, incorporating country elements into the design
- -Customized On Site Activations
- -Customized Social Media Content
- -Speaking opportunity for up to 20 minutes

Honky-Tonk Harmony -\$ 5000 (2)

As a Honky-Tonk Harmony sponsor your brand plays a key role in making our event shine, with numerous branding and interaction opportunities tailored to your needs.

- Prominent logo placement on event banners and signage, showcasing support as the Honky-Tonk Harmony Sponsor
- Recognition as a top-tier sponsor in event press releases and media coverage, highlighting the commitment to country music and harmony
- VIP access and seating for a designated number of guests
- Opportunity to host a branded activation or booth at the event, incorporating country-themed elements and interactive experiences for attendees

Boots & Banjos - \$10,000

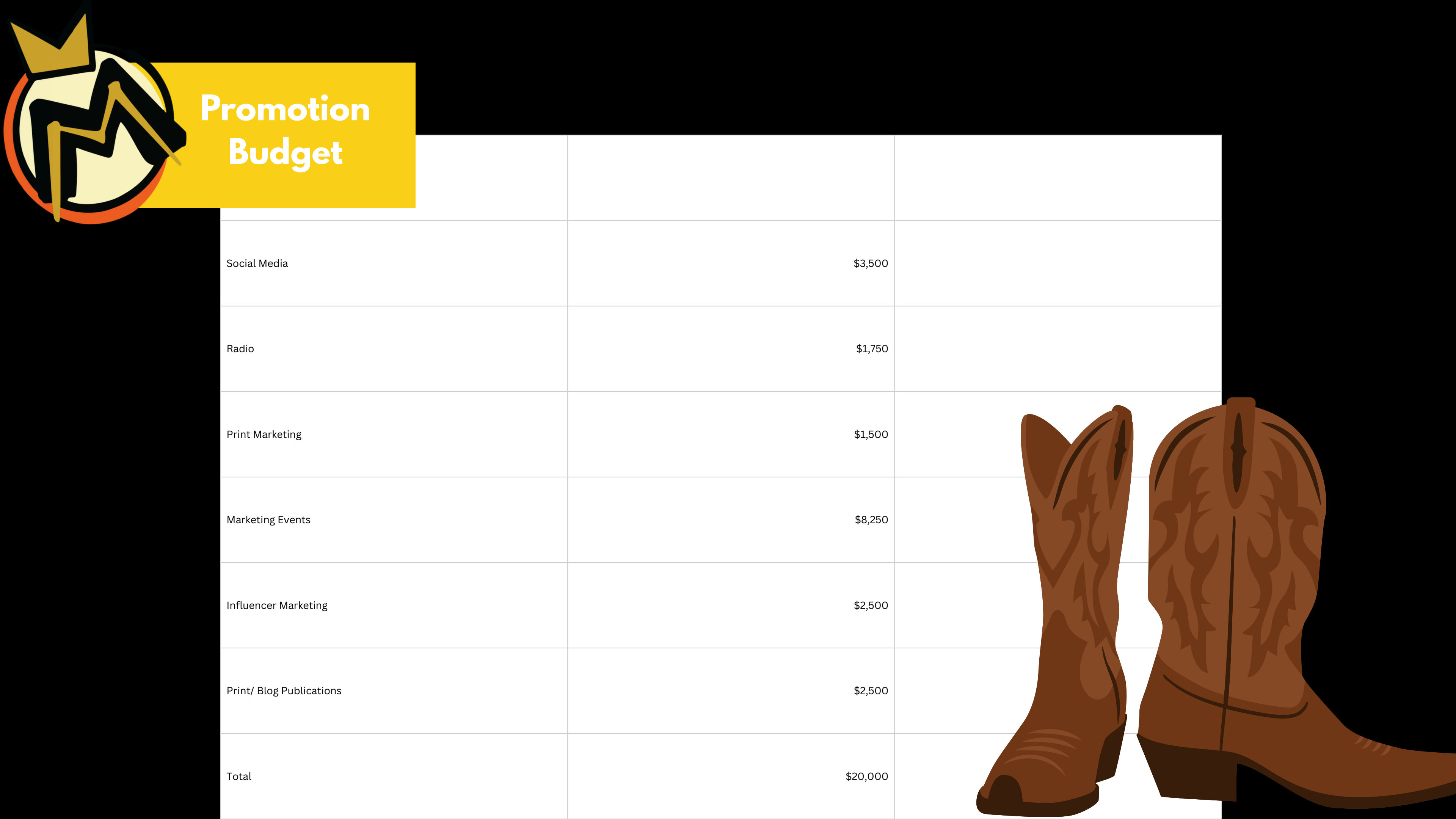
As a Boots & Banjos sponsor, your brand adds a vibrant touch to our event, with a significant presence that allows you to engage directly with our diverse audience.

- Logo placement on event marketing materials, such as posters, flyers, and digital ads, featuring support as the Boots & Banjos Sponsor
- Recognition as a sponsor in event press releases and media coverage, emphasizing the commitment to country music and its unique instruments
- VIP access and seating for a designated number of guests
- Opportunity to provide branded merchandise or promotional items with country-inspired design to event attendees

Southern Serenade-\$2500 (5)

As a Southern Serenader, your brand supports the core of our event, gaining valuable visibility and the opportunity to connect with our enthusiastic attendees.

- Logo placement on event banners and signage, showcasing support as the Southern Serenade Sponsor
- Recognition as a sponsor in event press releases and media coverage, emphasizing the commitment to the rich musical heritage of the South
- VIP access and seating for a designated number of guests
- Opportunity to display branding and promotional materials at the event venue, incorporating Southern and country-themed elements



Promotion Budget

Social Media	\$3,500	
Radio	\$1,750	
Print Marketing	\$1,500	
Marketing Events	\$8,250	
Influencer Marketing	\$2,500	
Print/ Blog Publications	\$2,500	
Total	\$20,000	





"CONNECTION"



THANK YOU

Looking Forward To Working With You!

Email

valesej@sincerelynicole.net
jzon@theazarian.com

Website

www.sincerelynicole.net
www.theazarian.com

Phone Number


214-885-1541
404-548-8302

Millennial Maven Creative Foundation
13601 Preston Rd. Ste. E565
Dallas, TX 75240

Greeting McKinney Community Development Corporation Team!

Millennial Maven Creative Foundation is a nonprofit organization with 501c3 status that aims to help women and youth thrive in creative careers. As we have kicked off our fundraising and programming efforts in January 2025, we currently do not have a filed 990 as we were not active in 2024. This organization continues to thrive through the partnerships and sponsorship connections of its dynamic leaders Bridgette Jones and Vasele Jones, as their professional backgrounds focus on raising funds, executing events and activations and creating programming and curriculum.

We have been tremendously grateful to have such strong partnerships with entities such as Dallas Colleges, who has donated \$10,000 to the organization, Credit Union of Texas, which has donated roughly around \$8,000, the McKinney Community Development Center, which has donated \$2,000, corporate sponsorships, and our ongoing "A Dollar Makes a Difference" donation campaign. Receiving the MCDCC Community Event grant will truly increase the opportunity to bring more awareness to the art and music community in McKinney and will be greatly appreciated by our new organization as we continue to make waves within the nonprofit community.

Item	Description	Category	 Monthly Budget	 Annual Budget	 Approved
Rent	Office space rental	Operational	\$600.00	\$7,200.00	<input checked="" type="checkbox"/>
Utilities	Internet	Operational	\$75.00	\$900.00	<input checked="" type="checkbox"/>
Salaries	Contractors (Social Team, Graphics,etc)	Personnel	\$1,500.00	\$18,000.00	<input checked="" type="checkbox"/>
Program Supplies	Materials for workshops	Program Related	\$500.00	\$6,000.00	<input checked="" type="checkbox"/>
Marketing & Advertising	Social media ads, flyers	Outreach	\$100.00	\$1,200.00	<input checked="" type="checkbox"/>
Fundraising Events	Costs for hosting fundraising activities	Development	\$300.00	\$3,600.00	<input checked="" type="checkbox"/>
Insurance	Liability and other required insurances	Operational	\$150.00	\$1,800.00	<input checked="" type="checkbox"/>
Technology & Software	Website hosting, software subscriptions	Administration	\$120.00	\$1,440.00	<input checked="" type="checkbox"/>
Travel & Mileage	Transportation for staff and volunteers for programs	Program Related	\$80.00	\$960.00	<input checked="" type="checkbox"/>
Office Supplies	Organizers, pens, ink, etc.	Administration	\$50.00	\$600.00	<input checked="" type="checkbox"/>
Professional Fees	Accountant, legal advice	Administration	\$200.00	\$2,400.00	<input checked="" type="checkbox"/>
Miscellaneous	Contingency for unexpected expenses	Administration	\$100.00	\$1,200.00	<input checked="" type="checkbox"/>
Total			\$3,775.00	\$45,300.00	<input type="checkbox"/>



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MILLENNIAL MAVEN CREATIVE FOUNDATION
13601 PRESTON RD E565
DALLAS, TX 75240

Date:
04/26/2024
Employer ID number:
99-0747051
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
January 17, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053513003344

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

**Request for Taxpayer
Identification Number and Certification**

Go to 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.	1 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.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one 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) Note: 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) _____	4 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.)
	3b 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"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

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

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.

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 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 Information, 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) 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. 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. 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 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 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 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
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

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 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.

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.)

* **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. 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 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.

Go to 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.