



NOTICE

Request for Proposals (RFP)

for

Uniform Rental Services

1.) INTRODUCTION/OVERVIEW

A. Background

The City of Athens currently employs approximately 45 employees, whom share similar uniform needs. The City's current uniform contract expires February 16, 2019.

B. Purpose/Objective

The City of Athens is seeking qualified service providers to furnish uniform rental and laundry service to the following City Departments:

1. Animal Control (1 employee)
2. Fleet (3 employees)
3. Line Maintenance (10 employees)
4. Parks (9 employees)
5. Streets (8 employees)
6. Wastewater (7 employees)
7. Water (7 employees)

It is the City's intent to pursue a multi-year agreement with the successful proposer.

C. Proposed Scope of Services

The firm with the successful proposal will be required to perform the following:

1. Initial Schedule of Services:
 - a. Take accurate fitting measurements within 7 calendar days after award and within 7 calendars days after receipt of notifications for any new measurements.
 - b. Furnish brand new never worn pants and shirts for starting inventory, within 7 calendar days after fitting measurements have been taken.
 - c. Make and complete necessary alternations of uniforms within 7 calendar days after furnishing uniforms.
2. Initial Inventory:
 - a. Provide each employee with the following (see "Exhibit A" for detail listing):
 - i. 11 short sleeve shirts (long sleeve provided on request of employee)
 1. 12 shirts for Parks Department
 - ii. 11 pants
 1. 12 pants for Parks Department
 - iii. 1 belt
 - iv. 1 jacket
 - v. 1 insulated bib overalls
3. Garment Control Identification:
 - a. Provide a garment control identification tag for each employee uniform and location as follows:
 - i. Employee name
 - ii. Department
 - iii. Physical location
 - iv. Date uniform was placed into service
 - v. Service record of pick up

- vi. Repairs made
 - vii. Delivery date
4. Uniform Pick Up and Drop Off:
 - a. Locations
 - i. Animal Control – 202 W Scott Street
 - ii. Fleet – 413 N Faulk Street
 - iii. Parks, Streets, Line Maintenance – 903 W. College Street
 - iv. Wastewater – 2300 County Road 1500
 - v. Water – 5200 FM 2495
 - b. A numbered pick up list of items must be submitted during pick up at each location. List must be signed by designated City of Athens representative before pick-up.
 5. Uniform Cleaning:
 - a. On a weekly basis, pick up soiled uniforms and clean uniforms in a manner that is appropriate to remove all soils, dirt, grease and oils without damaging the material to the point of detracting from the appearance of the uniform.
 6. Uniform Repair:
 - a. Make repairs to all uniforms as required. Note that such repairs are for sewing and stitching of uniform seams, or patches and replacement of buttons.
 7. Uniform Replacement:
 - a. Uniforms shall be automatically replaced using the following replacement schedule:
 - i. Five uniforms replaced after 12 months of use.
 - ii. All remaining uniforms, not replaced after 12 months, replaced after 24 months of use.
 - iii. This replacement schedule is to be continued perpetually.
 - iv. All replacement uniforms are to be brand new never worn uniforms only.

D. Disclosure of RFP Responses

All information in a bidder’s proposal, including any attachments or exhibits, is subject to possible disclosure under the Freedom of Information Act. Any information submitted in response to the RFP shall generally be subject to disclosure at the time the bids are opened. The City, or designee, prepares project specifications to afford all pre-approved firms the equal opportunity to compete.

2.) RESPONSE INSTRUCTIONS

A. RESPONSE SHALL INCLUDE AT A MINIMUM:

1. Contact information including name, phone number, address, and length of time in business.
2. Qualifications and relevant experience of the proposed vendor.
3. References for at least three (3) uniform rental contracts of similar type within the past three years.
4. Qualifications, role, and background information for all key personnel of proposed team.
5. Weekly rate to supply uniforms.
6. Any other additional information not included herein but stipulated in “Exhibit A”.

B. INSURANCE & BONDS

The following shall be required of a successful respondent:

Insurance

- Statutory Worker's Compensation Insurance
- Commercial General Liability
 - Combine single limit \$500,000
 - General Aggregate \$1,000,000
- Commercial Automobile Liability (Owned, hired and non-owned vehicles)
- Contractual Liability Insurance covering the indemnity in the same amount and coverage as provided for the Commercial General Liability Policy, specifically referring to this contract
- Owner's protective liability naming City of Athens, Texas, its offices, agents and employees as insured in the same amount and coverage as provided for in the Commercial General Liability Policy

C. REQUIRED FORMS

Certificate of Interested Parties (Form 1295)

The successful respondent will be required to complete a Certificate of Interested Parties (Form 1295) through the Texas Ethics Commission website (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). The city must receive a signed hardcopy of the certificate prior to execution of the final contract. Questions about this form may be directed to the Texas Ethics Commission or the Athens City Secretary.

Conflict of Interest Questionnaire (Form CIQ)

The Conflict of Interest Questionnaire is a requirement for all City of Athens vendors and must be submitted with your proposal. The form is attached to this packet as Exhibit B.

IRS Form W-9

The Form W-9 is a requirement for all City of Athens vendors and must be submitted with your proposal. The form is attached to this packet as Exhibit C.

D. SUBMISSION

Proposed RFP Process Calendar

Items	Anticipated Deadlines (all times local)
RFP Released	01/22/2019
RFP Advertised	01/22/2019
Pre-Proposal Conference	02/01/2019
RFPs Due to the City of Athens at: 508 East Tyler St. Athens, TX 75751	02/19/2019
Proposal Negotiations and Award	02/25/2019
Estimated Date of Uniform Delivery	03/11/2019

The City is not responsible for any cost incurred in submitting a response to this request for qualifications.

One (1) original and five (5) copies of your response must be included. Any cost incurred by the responder in responding to the RFP is the responsibility of the responder and cannot be charged to the City.

FACSIMILE, INTERNET OR EMAIL TRANSMITTALS SHALL NOT BE ACCEPTED.

Delivery of Proposal: One (1) original and five (5) copies of the Statement shall be included in one package and marked plainly on the outside as:

**Uniform Rental Services
Closing February 19, 2019 at 4:30 PM, local time**

The complete RFP shall be delivered to:

**Athens City Hall
Attn: Bonnie Hambrick, City Secretary
508 East Tyler St.
Athens, Texas 75751**

The last day for questions from prospective responders will be 4:30 PM on Wednesday, February 13, 2019.

All questions and clarifications s be submitted via email to tkombos@athenstx.gov. Responses shall be addressed on the City's website under the "Bid" tab and shall be posted for all interested parties to view.

Each submitter shall sign the RFP using his/her usual signature and giving his/her full business address. Proposal by partnerships shall be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. Proposals by corporations shall bear the corporate seal and shall be signed with the name of the corporation followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation. Proposals by joint ventures shall be signed by each participant in the joint venture or by an authorized agent of each participant. The names of all persons signing should also be printed below the signature. When requested by the City, evidence of the authority of the person signing shall be furnished.

Proposals received after the submission deadline shall be returned unopened and will be considered void and unacceptable. The City is not responsible for delays in mail delivery or delays caused by any other occurrence.

E. RESERVATION OF RIGHTS

The City reserves the right to: 1) reject any and all bids; 2) waive any errors or irregularities in the bidding process or in any bid; 3) rebid all or part of the project; 4) negotiate with any bidder for a reduced price, or for an increased price to include any alternates that the bidder may propose; 5) reduce the scope of the project, and rebid or renegotiate with any bidder regarding the revised project; and 6) defer or abandon the project. The City also reserves the right to request supplemental information and conduct interviews with any respondent if deemed necessary.

3.) EVALUATION:

All submittals will be evaluated in terms of the following scoring criteria:

1. **Cost for Firm to deliver project (75%)**
2. **Capability of Firm to deliver services to specification and within the desired timeframe (25%)**

4.) ADDITIONAL INFORMATION:

A. Date, Time and Location of Pre-Proposal Conference:

**Athens City Hall
508 East Tyler Street
Athens, Texas 75751
February 01, 2019 at 2:00 PM, local time**

Please note that the Pre-Proposal Conference is not mandatory, however interested parties are encouraged to attend.

Questions or comments concerning this Request for Proposals should be directed in writing to:

Contact: Thanasis Kombos, Public Works Director
Address: City of Athens, Texas
508 East Tyler St.
Athens, TX 75751
Phone: (903) 677-6617
Email: tkombos@athenstx.gov

EXHIBIT A

Line-Level Employee Shirt

Department	Quantity	Description	Shirt Fabric	Fabric Blend Range	Fabric Weight Range	City Logo	Weekly Rate
Animal Control	11	Button Down, 2 Chest Pockets, Grey	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each
Fleet	22	Button Down, Straight Hem, 2 Chest Pockets, Grey	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each
Line Maintenance	99	Button Down, 2 Chest Pockets, Grey	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each
Parks	96	Button Down, ANSI Class II, 2 Chest Pockets	Polyester	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each
Streets	77	Button Down, ANSI Class II, 2 Chest Pockets	Polyester	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each
Wastewater	66	Button Down, 2 Chest Pockets, Grey	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each
Water	66	Button Down, 2 Chest Pockets, Grey	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	4 oz. to 5 oz.	Uniform Patch	Each

Superintendent Shirt

Superintdendents	Quantity	Shirt Type	Shirt Fabric	Fabric Blend Range	Fabric Weight Range	City Logo	Weekly Rate
Fleet	11	Polo or Button Down, 1 Chest Pocket, Any Color	Polyester Tricot for Polo; Poly/Cotton Blend for Button Down	100% Polyester for polo; 50/50 poly/cotton to 75/25 poly/cotton for button down	3.5 oz. to 4.5 oz.	Uniform Embroderly	Each
Line Maintenance	11	Polo or Button Down, 1 Chest Pocket, Any Color	Polyester Tricot for Polo; Poly/Cotton Blend for Button Down	100% Polyester for polo; 50/50 poly/cotton to 75/25 poly/cotton for button down	3.5 oz. to 4.5 oz.	Uniform Embroderly	Each
Parks	11	Polo or Button Down, 1 Chest Pocket, Any Color	Polyester Tricot for Polo; Poly/Cotton Blend for Button Down	100% Polyester for polo; 50/50 poly/cotton to 75/25 poly/cotton for button down	3.5 oz. to 4.5 oz.	Uniform Embroderly	Each
Streets	11	Polo or Button Down, 1 Chest Pocket, Any Color	Polyester Tricot for Polo; Poly/Cotton Blend for Button Down	100% Polyester for polo; 50/50 poly/cotton to 75/25 poly/cotton for button down	3.5 oz. to 4.5 oz.	Uniform Embroderly	Each
Wastewater	11	Polo or Button Down, 1 Chest Pocket, Any Color	Polyester Tricot for Polo; Poly/Cotton Blend for Button Down	100% Polyester for polo; 50/50 poly/cotton to 75/25 poly/cotton for button down	3.5 oz. to 4.5 oz.	Uniform Embroderly	Each
Water	11	Polo or Button Down, 1 Chest Pocket, Any Color	Polyester Tricot for Polo; Poly/Cotton Blend for Button Down	100% Polyester for polo; 50/50 poly/cotton to 75/25 poly/cotton for button down	3.5 oz. to 4.5 oz.	Uniform Embroderly	Each

Pant (All Employees)

All Employees	Quantity	Description	Pant Fabric	Fabric Blend Range	Fabric Weight Range	City Logo	Weekly Rate
Animal Control	11	Flat Front Pant, Charcoal	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	N/A	Each
Fleet	33	Flat Front Pant, Charcoal	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	N/A	Each
Line Maintenance	110	Flat Front Pant, Charcoal	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	N/A	Each
Parks	106	Flat Front Pant, Charcoal	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	N/A	Each
Streets	88	Flat Front Pant, Charcoal	Cotton	100% Cotton	6.5 oz. to 8.5 oz.	N/A	Each
Wastewater	77	Flat Front Pant, Charcoal	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	N/A	Each
Water	77	Flat Front Pant, Charcoal	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	N/A	Each

Belt (All Employees)

All Employees	Quantity	Description	Belt Material	Belt Material Range	Fabric Weight Range	City Logo	Weekly Rate
Animal Control	1	Belt, Black	Leather	100% Leather	N/A	N/A	Each
Fleet	3	Belt, Black	Leather	100% Leather	N/A	N/A	Each
Line Maintenance	10	Belt, Black	Leather	100% Leather	N/A	N/A	Each
Parks	9	Belt, Black	Leather	100% Leather	N/A	N/A	Each
Streets	8	Belt, Black	Leather	100% Leather	N/A	N/A	Each
Wastewater	7	Belt, Black	Leather	100% Leather	N/A	N/A	Each
Water	7	Belt, Black	Leather	100% Leather	N/A	N/A	Each

Line-Level Employee Chore Coat

All Employees	Quantity	Description	Pant Fabric	Fabric Blend Range	Fabric Weight Range	City Logo	Weekly Rate
Animal Control	1	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Fleet	2	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Line Maintenance	9	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Parks	8	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Streets	7	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Wastewater	6	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Water	6	Chore Coat, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each

Line-Level Employee Insulated Bib Overalls

All Employees	Quantity	Description	Pant Fabric	Fabric Blend Range	Fabric Weight Range	City Logo	Weekly Rate
Fleet	2	Insulated Bib Overalls, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Line Maintenance	9	Insulated Bib Overalls, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Parks	8	Insulated Bib Overalls, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Streets	7	Insulated Bib Overalls, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Wastewater	6	Insulated Bib Overalls, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Water	6	Insulated Bib Overalls, 2 Chest Pockets, Black	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each

Superintendent Jacket

All Employees	Quantity	Description	Pant Fabric	Fabric Blend Range	Fabric Weight Range	City Logo	Weekly Rate
Fleet	1	Zippered and Collared Jacket	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Line Maintenance	1	Zippered and Collared Jacket	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Parks	1	Zippered and Collared Jacket	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Streets	1	Zippered and Collared Jacket	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Wastewater	1	Zippered and Collared Jacket	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each
Water	1	Zippered and Collared Jacket	Poly/Cotton Blend	50/50 poly/cotton to 75/25 poly/cotton	6.5 oz. to 8.5 oz.	Uniform Patch	Each

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Exhibit C

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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 FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

or

Employer identification number									
					-				

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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 on page 3.

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

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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?* on page 2 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 Publication 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 28% 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 Part II instructions on page 3 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* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

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* on page 3 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, list first, and then circle, the name of the person or entity whose number you entered in Part I of 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 in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in 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.

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local 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. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, 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 items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on 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), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. 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:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see 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* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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

Secure Your Tax Records from Identity Theft

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

To reduce your risk:

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

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

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

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

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

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

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

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. 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.