



# CITY OF TOPEKA, KANSAS

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## UTILITY FRANCHISE FEE REFUND PROGRAM/ WATER AND WASTEWATER UTILITY RATE REFUND PROGRAM INSTRUCTIONS

***For assistance with either of these two programs, please contact Jayhawk Area Agency on Aging @ 785-235-1367 or the City's Public Works Response Center @ 785-368-3111 (option 6)***

To qualify for either one of the City of Topeka programs, you must apply for **and receive** a Kansas Homestead Claim Refund for the prior year.

### **Additional requirements:**

- For **Electric and Gas refunds (franchise fee)**, your personal residence must be within the City limits.
- For **Water/Wastewater (Sewer) (rate increase)** account holders, City and County residents are eligible **IF** you are a customer of the City of Topeka who receives water and/or wastewater utility services provided by the City of Topeka and the customer account is in the same name as the Kansas Homestead Claim applicant's name.

If your application does not include required documentation, your application will be returned **"incomplete"**.

If you meet all the requirements listed above, follow these steps to apply for your refund/credit:

- Obtain a combined *City of Topeka, Utility Franchise Fee Refund Program/Water and Wastewater Utility Rate Refund Program Application* form. This form is available at the following locations:
  - Jayhawk Area Agency on Aging, 2910 SW Topeka Boulevard  
telephone: 785-235-1367
  - Shawnee County Clerk's Office, 200 SE 7<sup>th</sup> Street, Room 107
  - Kansas Department of Revenue, Taxpayer Assistance,  
915 SW Harrison, Room 150
  - Volunteer Income Tax Assistance, 915 SW Harrison, Room 158  
(Available January - April Only)
  - Topeka & Shawnee County Public Library, 1515 SW 10th Avenue
  - City of Topeka, City Hall Lobby
  - Download from the City of Topeka website at <http://www.topeka.org>
- Complete and sign the required forms.

- Attach the **required** supporting documentation to the completed application form:
  - Provide a signed copy (all pages) of your completed *Kansas Homestead Claim, Form K40-H* for the claim year.
  - Proof that you actually received a Kansas Homestead Claim refund. Acceptable proof is a copy of your refund check. **If you do not have a copy of your refund check, please see Frequently Asked Questions. If you are in the Advancement program (ELG) for your property tax payments or part of the debtor offset program and have questions, please contact the City of Topeka at 785-368-3896.**
  - Completed and Signed release of information authorizations for electric and/or gas accounts and a completed and signed Authorization for Release of Customer Information for water and wastewater accounts. This will allow the City to obtain your payment information directly from the utilities. Please note obtaining this information from the electric and gas companies can take several weeks.

**NOTE: If you have moved during the claim year,** you will need to provide alternative proof of payment for previous addresses for the electric and gas refund. Acceptable proof would be copies of your monthly utility bills **and** corresponding cancelled checks or bank statements showing electronic payments.

- **Completed and signed IRS Form W-9.** This form is needed in order to issue payment. Make sure your current address is used for this form. Only the form is provided, if further instructions are needed in filling out the form, go to [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf) or visit your local taxpayer assistance center near you.
- Bring or mail your completed application forms and all supporting documentation, **prior to 5:00 p.m. on September 5th** (If deadline falls on a weekend and/or holiday, the deadline is the following work day of the subsequent year (for example, applications for either program for 2011 claim must be received prior to 5:00 p.m. on September 5, 2012 to):
  - Jayhawk Area Agency on Aging
  - Utility Franchise Fee Refund Program/
  - Water and Wastewater Utility Rate Refund Program
  - 2910 SW Topeka Blvd
  - Topeka, Kansas 66611-2121
- Please see **Frequently Asked Questions** for additional information @ [www.topeka.org](http://www.topeka.org).

**Questions can be directed to:**

**Jayhawk Area Agency on Aging, 785-235-1367**

**OR** City of Topeka Public Works Response Center, 785-368-3111 (option 6)



**CITY OF TOPEKA, KANSAS**  
**UTILITY FRANCHISE FEE REFUND PROGRAM /**  
**WATER AND WASTEWATER UTILITY RATE**  
**REFUND PROGRAM APPLICATION**  
**CLAIM YEAR: 2011**

**Deadline to file for these Programs is September 5, 2012 (If deadline falls on a weekend and/or holiday, the deadline is the following work day of the subsequent year - for example, applications for either program for 2011 must be received prior to 5:00 p.m. on September 5, 2012).**

This form is furnished for the Utility Franchise Fee Refund Program, and Water and Wastewater Utility Rate Refund Program pursuant to Topeka City Code 146-17 & 146-18 for ratepayers who are eligible for and actually receive a refund from the State of Kansas Homestead Claim, Form K40-H Tax Refund program.

Applicant's name \_\_\_\_\_

**\*\* (Same name as Homestead & W-9) \*\***

Applicant's residence \_\_\_\_\_

**\*\* (for claim year) \*\*** Street City State Zip Code

Applicant's telephone: \_\_\_\_\_ Did you move during claim year?  YES (*If yes see next line*)  NO

**Previous address:**

**\*\* (if you lived at more than one address during the claim year) \*\*** Street City State Zip Code

*By my signature below, I hereby affirm that I have paid the fees for which I am requesting a refund on electric and/or gas for my personal residence and a credit on water/wastewater (sewer) utilities for my residential property. I also understand that by signing this application, I agree to specifically hold the City of Topeka and its employees, officers and agents harmless from any and all claims and liability relating to these programs.*

**Applicant's signature** \_\_\_\_\_

**For Office Use ONLY**

Amount of Water/Wastewater Credit Claimed: \$ \_\_\_\_\_

**For Office Use ONLY**

Amount of Electric/Gas Refund Claimed: \$ \_\_\_\_\_

**The following documentation must accompany this claim form:**

1. A **completed and signed copy of** the applicant's **Kansas Homestead Claim, Form K40-H** for the Claim Year.
2. **Proof of receipt of a Kansas Homestead Claim payment.** A copy of the refund check will be accepted. If you are in the Advancement Program (ELG) or your refund has been taken due to the debtor offset program and have questions, please contact the City of Topeka, City at at 785-368-3896.
3. **Signed release of information authorizations for electric and/or gas accounts**  
This will allow the City to obtain your franchise fee payment information directly from the electric and gas companies. Obtaining this information from the electric and gas companies can take several weeks.
4. **Signed Authorization for Release of Customer Information** must be completed and signed to be eligible to apply for the City of Topeka Water & Wastewater Utility Rate Refund Program.
5. **Completed and signed W-9.** In order to receive payment. (IRS requirement)

*\*\*Note: If you moved during the claim year, additional information will be required; see instructions\*\**

**This claim form and all supporting documentation should be delivered by hand or mailed to:**

Utility Franchise Fee Refund Program/  
 Water and Wastewater Utility Rate Refund Program  
 c/o Jayhawk Area Agency on Aging  
 2910 SW Topeka Blvd, Topeka, KS 66611-2121

*Please see Instructions and/or FAQ's for further assistance.  
 Questions should be directed to Jayhawk Area Agency on Aging @ 785-235-1367  
 or City's Public Works Response Center @ 785-368-3111 (option 6)*



**CITY OF TOPEKA WATER & WASTEWATER UTILITY RATE REFUND PROGRAM  
AUTHORIZATION FOR RELEASE OF CUSTOMER INFORMATION**

I, \_\_\_\_\_ am a customer of the City of Topeka Water and/or Wastewater Utilities.  
(PRINT FULL NAME)

My City of Topeka Utilities Account Number/s is \_\_\_\_\_  
\_\_\_\_\_, for the following service address(es):

\_\_\_\_\_  
STREET ADDRESS CITY/STATE/ZIP CODE

\_\_\_\_\_  
PREVIOUS STREET ADDRESS CITY/STATE/ZIP CODE

\_\_\_\_\_  
DAY PHONE NUMBER EVENING/ALTERNATE PHONE NUMBER/S

\_\_\_\_\_  
E-MAIL ADDRESS

The account(s) I am applying for a credit is in the same name and was active in the same year as the Kansas Homestead Refund. I understand that "refunds" for the Water & Wastewater Utility Rate Refund Program will be given in the form of a credit to my account.

I understand and agree that this Authorization includes the release and discussion of all information concerning this account, including but not limited to the billing and payment history. I further authorize and agree to the release of any information concerning previous accounts maintained in my name.

I understand that by signing this Authorization, I will cause the release of information to a third party, which may become public knowledge. I specifically hold City of Topeka, their employees, officers, and agents harmless from any and all claims and liability arising directly or indirectly from the release, discussion, use, or misuse by anyone of the information about me, my account, or my service, which is released as a result of this Authorization.

\_\_\_\_\_  
CUSTOMER SIGNATURE DATE

**For City use only:**

**Financial Services**

Applicant Approved By \_\_\_\_\_ Date: \_\_\_\_\_

**Utility Billing's Water and Wastewater Utility Rate Refund Program Processing Report**

Customer Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Refund Customer ID Number \_\_\_\_\_

Service Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_

Rejected: \_\_\_\_\_ Account Name discrepancy: \_\_\_\_\_  
Other (explain): \_\_\_\_\_

Credits

Inside City Water \$ \_\_\_\_\_ Inside City Wastewater \$ \_\_\_\_\_  
Outside City Water \$ \_\_\_\_\_ Outside City Wastewater \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

100% to account(s): \_\_\_\_\_ Partial to account(s): \_\_\_\_\_ 0% to account(s): \_\_\_\_\_  
Amount Applied: \$ \_\_\_\_\_

Refund Balance \$ \_\_\_\_\_

Processing Date: \_\_\_\_\_ Tax Year \_\_\_\_\_ Processed By: \_\_\_\_\_

# Authorization for Release of Westar Energy Utility Account Franchise Fee Information

CITY OF TOPEKA, KANSAS  
UTILITY FRANCHISE FEE REFUND PROGRAM

The personal information collected on this form will be used to process your release of information request, and is collected pursuant to the City of Topeka, Kansas “*Utility Franchise Fee Refund Program*” under City of Topeka Municipal Code Sec. 146.17 (Ord. No. 18584, § 1, 3-7-06; Ord. No. 19129 § 1, eff. 7-15-08 and Ord. No. 19153, § 1, 8-26-08). If you have any questions about the collection and use of this information, contact the Director of Budget and Financial Services, the City of Topeka, Kansas, 215 SE 7<sup>th</sup>, Room 358, Topeka, KS 66603.

My Westar Energy Electric Utility Account Number: \_\_\_\_\_

Name: \_\_\_\_\_ Former Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
\_\_\_\_\_

Is Utility service all electric? \_\_\_\_\_ YES \_\_\_\_\_ NO

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

I hereby authorize the City of Topeka, Kansas to release my Utility Franchise Fee Refund Program application information to my energy vendor, Westar Energy, Inc., and I further authorize my utility provider, Westar Energy, Inc. to release my utility account franchise fee payment history to the City of Topeka, Kansas, all for purposes of determining my eligibility for a utility franchise fee refund.

**Note: This release is in effect until December 31, 2012, or until the utility customer named above notifies Westar Energy, Inc. and the City of Topeka, Kansas, in writing, to withdraw this authorization, whichever occurs first.**

Utility Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or deliver the completed form to:

Jayhawk Area Agency on Aging  
2910 SW Topeka Blvd  
Topeka, KS 66611-2121

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 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 chart on page 4 for guidelines on whose number to enter.

### 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).

**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 4.

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

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

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

**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, 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 the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## 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

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

**Limited liability company (LLC).** Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the “Name” line. 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 the “Business name” line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

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

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## 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 page 2), 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 Social Security Administration office or get this form online at [www.ssa.gov](http://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](http://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 [www.irs.gov](http://www.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, 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 domestic 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, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 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 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.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (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.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

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](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

### 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 <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

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

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

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

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**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.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.