

CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

5228 OHIO GARDEN ROAD
FORT WORTH, TX 76114-3799

Request for Proposal

Custodial Supplies

RFP# 18-015

The Castleberry Independent School District (Castleberry ISD) is soliciting Bid Proposals (Note the bid or bidder is synonymous with proposal or proposers) for Custodial Supplies per the specifications stated elsewhere in this solicitation document Request for Bid Proposals marked RFP# 18-015 are to be submitted to

Sophia Quiroz, BID PROPOSAL Coordinator
Castleberry ISD
Administration Building
5228 Ohio Garden Road
Fort Worth, Texas 76114

Proposals will be received at the above address until 4 00 P M CST, on or before June 18, 2019
Bids will be publicly opened at 8 30 A M on June 19, 2019

RFP must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the RFP Castleberry ISD will not be responsible for mail delivery RFP received after the published time and date cannot be considered FAXED
Proposals will not be accepted

Bidders must submit Proposals in the form of the executed Proposal Form together with any material required by any addendum to this RFP by the time and date specified All Proposals must remain open for thirty (30) days from the Proposal date pending acceptance by Castleberry ISD

Castleberry ISD's buyer for this Proposal is Sophia Quiroz, Tel (817) 252-2028 Questions concerning the proposal can be sent to the following email address
quirozs@castleberryisd.net

Castleberry Independent School District

TERMS AND CONDITIONS **Custodial Supplies** **RFP# 18-015**

- 1 Transfer of assignment of contract by vendor is prohibited RFP must give full firm name and address of responder Failure to manually sign RFP will disqualify it Person signing RFP should show TITLE or AUTHORITY TO BIND THEIR FIRM IN A CONTRACT
- 2 The Castleberry ISD is exempt from Federal Excise Tax DO NOT INCLUDE TAX IN RFP Excise Tax Certificate furnished upon request Castleberry ISD State Tax Exemption Certificate number 1-75-6004526-6
- 3 Any and/or all deliveries shall be made during normal working hours only 8 00 AM to 4 00 PM, unless prior approval for late delivery has been obtained
- 4 Cash Discounts with terms less than 30 days will not be considered in the awarding of RFP RFP will be tabulated as net
- 5 The Board of Education reserves the right to accept or reject all or any part of any RFP, waive minor technicalities and award the RFP to best serve the interests of the Castleberry ISD
- 6 In the event no funds or insufficient funds are appropriated and budgeted or are otherwise available in the next fiscal year for obligation herein provided, Castleberry ISD can terminate this agreement with a thirty (30) day written notice
- 7 If any anytime the vendor fails to fulfill or abide by the terms, conditions, or specifications of the agreement, the Castleberry ISD reserves the right to cancel the agreement with a thirty (30) day written notice to the vendor at the address indicated on the RFP
- 8 The term of the agreement will be for the 2019-2020 school year, beginning July 1, 2019 and continuing through June 30, 2020 The proposal may be renewed annually for four (4) additional twelve (12) month periods
- 9 The District requires compliance with executive order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60)

- 10 All terms and conditions contained in the agreement shall be incorporated into any future agreements relating to this RFP between the vendor and the Castleberry ISD
- 11 Any material and equipment should be proposed new with the freight and shipping costs included in the Proposal price
- 12 **Failure to submit a response may result in your company being deleted from the bid list.**
- 13 Each Bidder shall furnish the information required by the Proposal documents and submit them with their proposal. The Bidder shall sign the Bid Proposal Form, the Felony Conviction Notice and return them with the offer. The person signing the documents must initial erasures or other changes. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to Castleberry ISD
- 14 Submission of Proposals. RFP must be submitted on the proposal form only. Each RFP shall be placed in a separate envelope. Be sure envelope is completely and properly identified. RFP must be received in the Business Office **BEFORE** the date specified.
 - A Proposals that are received late will be returned to responder **UNOPENED** if opening date and responder's address is shown on the envelope
 - B Quote FOB destination. If otherwise, show exact cost to deliver
 - C RFP unit prices on quantity specified - extend and show total. In case of errors in extension, **UNIT** prices shall govern
 - D Bid Proposals must be firm for 30 days
 - E **Please submit three (3) copies along with the original RFP.**
 - F Please provide a current catalog with bid documents
- 15 The responsibility for compliance with this solicitation and the subsequent contract shall be with the bidder
- 16 Bidders are expected to provide prompt service that is due under this contract including warranties. Past performance of bidders may be a factor in awarding future contract
- 17 Bidders are expected to deliver product(s) per specifications
- 18 If the person, owner or operator of the business entity has been convicted of a felony, the person or entity submitting the offer must give written notice to the district at the time of offer submission

19 Castleberry ISD shall have the right to terminate for default all or any part of this contract if bidder breaches any of the terms hereof or if the bidder becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Castleberry ISD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance. The District additionally has the right to terminate this RFP without cause by delivery to the vendor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

Castleberry Independent School District

Proposal Sheet
Custodial Supplies
RFP#18-015

We, at _____ propose to sell/supply ALL items associated with any of our catalogs to Castleberry ISD for the stated catalog price minus _____ %
Please provide a current catalog. If discount percentage does not apply, please provide list of your products with proposed pricing.

I have read and understand the proposal specifications as listed herein and agree to these requirements. I/we agree to furnish goods and/or services in strict compliance and conditions contained in this document for purchase of **Custodial Supplies**. **Price is to be based on FOB Destination, Freight Prepaid.**

_____	_____
Signature of Authorized Representative	Name (Print)
_____	_____
Name of Firm	Date

Address, City, State & Zip	
_____	_____
Telephone	Fax

Email Address	

Proposal Sheet..... continued

Custodial Supplies

RFP# 18-015

We (your firm) are current members of the following Inter-Local Co-Operative/Co-Operatives List pricing available with any/all entities

TASB _____

BUYBOARD _____

TRASS _____

(Formerly TBPC)

TCPN _____

TIPS _____

ESC REG XI _____

Please list any other purchasing cooperatives you are associated with.

Custodial Equipment Specifications

Product Name	Unit	Est Annual Usage	Cost Per Unit	Total Cost
a-PLY JRT 9" JUMBO BATHROOM TISSUE 1000'sx5 a" 1a/CS (54CS/SKID)	CS	400		
a-PLY JR JUMBO TOILET TISSUE WHITE 3-1/a"x1000' PACIFIC BLUE 8rl/CS (60cs/S10)	CS	120		
ROLL TOWEL WHITE SCOTT SURPASS 8"x1000' 1a/CS	CS	100		
1-PLY ROLL TOWEL BROWN 8"x800' SCOTT SURPASS 1a/CS 30/SKID	CS	300		
DISPENSER JR JUMBO TOILET TISSUE TRANSLUCENT SMOKE 9" (1a^SK)	EA	20		
DISPENSER JR JUMBO TWIN TOILET TISSUE TRANSLUCENT SMOKE 9" (56 /SIQ)	EA	30		
ROLL TOWEL DISPENSER SMOKE/ GREY LEV-R-MATIC IN-SIGHT	EA	2		
IN-SIGHT SANITOUCH HARD ROLL TOWEL DISPENSER SMOKE/GKEY (64/SIQ)	EA	1		
ROLL TOWEL DISPENSER SMOKE/GREY 10-1/ax10x10 OMNI IN-SIGHT	EA	10		
BRUTE CONTAINER GRAY 32gl 6/CS	EA	10		
RECTANGULAR WASTEBASKET BLACK a8qt 14x10x15 1a/CS	EA	20		
RECTANGULAR WASTEBASKET BLACK 41qt 15x11xao 1a/CS	EA	44		
YELLOW FLOOR SIGN "CAUTION WET FLOOR" 6/CS	CS	2		
JANITOR CLEANING CART BLACK W/ZIPPERED YELLOW VINYL BAG a 6 BU (8/SK)	EA	2		
WOOD HANDLE 60" THREADED LACQUERED 1a/CS (144CS/SK)	EA	12		
WAVEBRAKE MOP BUCKET COMBO YELLOW 35qt W/SIDE PRESS WRINGER (1a/SK)	EA	5		
CAN LINER NATURAL 34x33 6mic (1a-16gl) 1000/CS aoRLS/50	CS	150		
CAN LINER NATURAL 40x48 1411110(40-45gl) 350/CS loRLS/as	CS	150		
ULTRA a DRY CLOROX BLEACH 30 302 6/CS	CS	10		
STARBRITEII40% ACTIVE POWDERED LAUNDRY DETERGENT 40#	PL	55		
TOILAFLEX TOILET PLUNGER (gaol)	EA	7		
SPONGE/SQUEEGEE 8" HEAD W/16" BLACK PLASTIC HANDLE	EA	5		
WOOL DUSTER EXTENDABLE 30"-60" FLEXIBLE HEAD 36/CS	EA	10		
SPAGHETTI MAT GREY 3x5 MED DUTY BACKED & NOSED ON ALL SIDES	EA	12		
ECOPLUS RECYCLED WIPER/SCRAPER MAT GRANITE #370 35"xs8" (APPROX s'xs') W/RUBBER EDGING	EA	40		
SUPERSORB INSTANT VOMIT CONTROL LEMON GRANULAR ABSORB 1aoz 6/BX 4/CS	CS	1		
NUISANCE DUST MASK 50/BX 1abx/CS	BX	5		
34" STRAIGHT HVY DUTY FLOOR SQUEEGEE 6/CS	EA	1		
CLOROX DISINFECTING WIPE FRESH SCENT 35/TB 1atb/CS (1ocs/SK)	CS	10		
FMX LUXURY FOAM HANDWASH ANTIBACTERIAL ORANGE 3/1 asL 3/CS168CS/PALLET	CS	2		
LUXURY FOAM HAIR & BODY WASH 1 asL GREEN 3/CS	CS	25		
TEX PURELL INSTANT FOAM HAND SANITIZER CLEAR 1aooml a/CS	CS	10		

Custodial Equipment Specifications:

PURELL GEL SANITIZER 8oz 12/CS	CS	24	
LATEX GLOVE LIGHTLY POWDERED LARGE 100/BX lobx/CS (yocs/SK) (XLG5101)	CS	25	
LATEX GLOVE LIGHTLY POWDERED MEDIUM 100/BX lobx/CS (70CS/SK) (LMD5101)	BX	75	
LATEX GLOVE SMALL LIGHTLY POWDERED 100/BX lobx/CS (yocs/SK)	BX	10	
LATEX GLOVE LIGHTLY POWDERED XL 100/BX lobx/CS (yocs/SK)	BX	10	
VINYL GLOVE POWDER-FREE LARGE 100/BX lobx/CS (yocs/SK) (VLG5201)	BX	10	
VINYL GLOVE POWDER-FREE MEDIUM 100/BX lobx/CS (yocs/SK) (vmdsaot)	BX	10	
20" NIAGARA TAN BURNISHING FLOOR PAD 5/CS (36CS/SK)	CS	25	
20" NIAGRA NATURAL TAN HOG'S HAIR FLOOR PAD 5/CS (36CS/SK)	CS	225	
20" NIAGARA BLACK HP STRIPPING FLOOR PAD 5/CS (4020BLK)	CS	25	
SCOURING PAD GREEN 6x9 MED DUTY 10/PK 6pk/CS	CS	5	
UTILITY PAD BROWN 4-1/2x10 HVYDUTY 20/CS (5/BX4bx/CS) (64CS/SK)	CS	25	
PAD HOLDER 12/CS	EA	12	
PRO STRIP FLOOR STRIPPER HEAVY DUTY (FOR HARD TO REMOVE FINISHES) BAG-N-BOX sgl	BX	25	
ON AN' ON FLOOR FINISH METAL INTERLOCK 25% SOLIDS 5gl	PL	65	
#16 PROLINE SUPER DURABLE FLOOR FINISH 5gl <>	PL	20	
DUST MOP HANDLE 5' CLIP SYTLE12/BD (FORMERLY FLO 2015) WOOD W/CLIP ON CONNECTOR	EA	10	
KRAFT WAXED PAPER LINER 7-1/2x3-1/2x10-1/4 500/CS (140CS/SK)	CS	10	
DURALON TOILET BOWL MOP WHITE 100/CS (uns 160(25ea/bx)	EA	50	
PRO GUARD ANTI-FOG SAFETY GLASSES 12/BX 12bx/CS	EA	10	
SPITFIRE GRAFFITI REMOVER 320Z 12/CS	CS	5	
SPIC & SPAN DISINFECTING ALL PURPOSE SPRAY & GLASS CLEANER 1gl 2gl/CS (CLOSED-LOOP)	CS	20	
COMET DEODORIZING POWDERED CLEANSER W/CHLORINOL 21oz 24/CS	CS	10	
COMET DISINFECTING BATH CLEANER "FOR CLOSED LOOP" 1gl 3gl/CS	CS	15	
MR CLEAN FINISHED FLOOR CLEANER CLOSED LOOP AUTO PROPORTIONER 1gl 3gl/CS	CS	20	
XTRACTIONII CARPET CLEANER 1gl 4gl/CS	CS	4	
BLUE TIETEX CLOTH BAG	EA	1	
DISPOSABLE VACUUM BAG F&G 3/PK 6pk/CS (FORMERLY 52320B-6)	CS	10	
MEGA VAC/ SUPER COACH BACKPACK VAC W/BLOWER 50' EXTENSION CORD -TWO FILTER	EA	1	
SUPER QUARTERVAC HEPA W/ATTACHEMENT KIT B (101336)	EA	1	
PREMIUM UPRIGHT VACUUM CLEANER BLACK 12" SINGLE MOTOR 12/SK	EA	1	
PREMIUM UPRIGHT VACUUM BLACK 15" SINGLE MOTOR 8/SK	EA	1	
REPLACEMENT PAPER VACUUM BAG (FOR 9 VPH12 9VPH15 9VMH12 9VMH15) 10/PK 10pk/CS (18 cs/SK)	PK	1	
WET/DRY VACUUM CLEANER 12 sgl	EA	1	
REPLACEMENT HEPA FILTER PLEATED FOR (9VWD12 & 9VWD16) 10/CS (18cs/SK)	EA	1	

Custodial Equipment Specifications

VACUUM BAG FOR PRO TEAM SUPERCOACH 10qt MICROFILTER 10/PK (2oplc/cs)	PIC	3		
SUPER COACH 115V50-6 0HZ BACKPACK VACUUM CLEANER W/101336 ATTACHMENT KIT 50' CORD Sc 2 FILTERS HOSE (FORMERLY SCM1282 100653) 1/EA	EA	1		
RAYON BLEND MOP HEAD WHITE W/ BLUE STRIPES MED W/1" BLUE HEADBAND LOOPED END SUPER STITCH (FINISH APPLICATION) 6/CS	EA	98		
DUST MOP BLUE 18x5 TWISTED LOOP SYNTHETIC 12/CS (24CS/SK)	EA	24		
COTTON MOP HEAD WHITE 2402 W/T HEADBAND CUT-END VALUE-PRO 12/CS	CS	50		
DUST MOP/DUST CLOTH TREATMENT WATER-BASED NO OILY RESIDUE 1gl 4gl/CS	CS	3		
DAMP MOP FLOOR CLEANER CONCENTRATE LEMON FRAGRANCE 1gl 4gl/CS	CS	3		
JANITOR QUICK CHANGE MOP HANDLE 63" WOVEN HANDLE/METAL HEAD	EA	45		
PLASTIC ANGLER BROOM WOOD HANDLE 13" WIDE LRG 42" LONG 1dz/CS	EA	24		
KNIT RAGS COLORED 25#/CS	CS	10		
STERIPHENEII DISINFECTANT DEODORANT CLEAN FRESH AEROSOL 1502 NET WT 12/CS	CS	10		
SUPERIOR HIGH SHINE SS CLEANER & POLISH OIL BASED LEMON SCENT AEROSOL 10oz NET WT 12/CS	CS	10		
URINAL SCREEN W/30Z NON-PARA BLOCK POTPOURRI 12/CS	CS	25		
GENERAL PURPOSE CLOTH GREEN 16"x 16" 12/CS	CS	2		
GENERAL PURPOSE CLOTH RED 16"x 16" 12/CS	CS	2		
BLUE 16x16 GLASS CLOTH MICROFIBER 12/CS	CS	2		
Symmetry Green Seak Foam Soap (BE90091120) 6/cs	CS	100		
Terminator- Dismfectant	CS	100		
Marauder-All Purpose Cleaner	CS	50		
True 7- Floor Cleaner	CS	100		
Hand Trucks	EA	5		

CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

FELONY CONVICTION NOTIFICATION

Custodial Supplies

REP# 18-015

State of Texas Legislative Senate Bill No 1, Section 44 034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony The notice must include a general description of the conduct resulting in the conviction of a felony ”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction The district must compensate the person or business entity for services performed before the termination of the contract”

**This notice is not required of a publicly-held corporation.
Please complete the information below.**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge

Vendor's Name _____

Authorized Company Official's Name (Please print or type)

A My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable

Signature of Company Official _____
Date

B My firm is not owned nor operated by anyone who has been convicted of a felony

Signature of Company Official' _____
Date

C My firm is owned or operated by the following individual(s) who has/have been convicted of a felony

Name of Felon(s) _____

Details of Conviction(s). _____

Signature of Company Official'

Date

COMPLETED & SIGNED FORM MUST BE RETURNED WITH BID

CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

Vendor Debarment Statement

Custodial Supplies

RFP# 18-015

I have read the conditions and specifications provided in the bid/proposal document attached
I affirm, to the best of my knowledge, the company I represent has not been debarred or suspended
from conducting business with school districts in the State of Texas or from receiving a federally
funded contract under the Federal OMB, A-12, common rules This certification is required by the
regulations implementing Executive Order 1259, Debarment and suspension 7 CFR Part 3017,
Section 3017 510, Participants responsibilities The regulations were published as Part IV of the
January 30,1989 Federal Register (pages 4722-4733) Copies of the regulation may be obtained by
contacting the Department of Agriculture Agency from which this transaction originated

Name of Company/Firm _____

Mailing Address _____

City/State/Zip _____

Email Address _____

Prepared By _____

Company Official's Printed Name _____

Company Official's Signature _____

Title _____

Telephone _____ Fax _____

Date _____

COMPLETED & SIGNED FORM MUST BE RETURNED WITH BID

CASTLEBERRY INDEPENDENT SCHOOL DISTRICT
STATEMENT OF NON-COLLUSION AND NON-DISCRIMINATION
Custodial Supplies
RFP# 18-015

My signature certifies that the accompanying Bid/Proposal

- 1 Is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current local, state, and/or federal ordinances, statues, regulations and/or policies Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards
- 2 This bid/proposal has not been knowingly disclosed, and will not be knowingly disclosed to any other bidder, competitor, or potential prior to the opening of bids or proposals for this project
- 3 No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not submit a bid proposal

Furthermore

- 1 During the performance of any contract awarded, the Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operations of the Seller The Seller agrees to post in conspicuous places, available to employee and applicants for employment, notices setting forth the provisions of this non-discrimination clause
- 2 The Seller, in all solicitations or advertisements for employees placed by or on behalf of the Seller, will state that such Seller is an equal opportunity employer
- 3 Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section
- 4 The Seller shall include the provisions of the foregoing paragraphs 1, 2, and 3 in every subcontract or purchase order over \$10,000 00 so that the provisions will be binding upon each subcontractor or vendor

I hereby certify that I am authorized to sign as a Representative for the Seller and I am fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the bidder as well as to any person signing on his/her behalf

NAME OF SELLER _____
ADDRESS _____
CITY, STATE, ZIP _____
NAME (Print) _____
AUTHORIZED SIGNATURE _____
TITLE _____ DATE _____
TELEPHONE _____ FAXNO _____
EMAIL ADDRESS _____

COMPLETED & SIGNED FORM MUST BE RETURNED WITH BID

CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

Affirmation of Non-Boycott Israel Statement
Custodial Supplies
RFP# 18-015

Company Name: _____

affirms that it does not and will not boycott Israel during the term of this contract.

Signature of Company Official _____ Date _____

COMPLETED & SIGNED FORM MUST BE RETURNED WITH BID

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg , Regular Session
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176 001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed See Section 176 006, Local Government Code
A person commits an offense if the person knowingly violates Section 176 006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176 001(1-a), Local Government Code Attach additional pages to this Form CIQ as necessary

A Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D Describe each employment or business relationship with the local government officer named in this section

4

Signature of person doing business with the governmental entity

Date

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"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <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.

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.

Social security number									
-				-					
or									
Employer identification number									
-									

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

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

What Name and Number To Give the Requester

For this type of account*	Give name and SSN of ¹
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 ⁴
For this type of account	Give name and EIN of ¹
7 Disregarded entity not owned by an individual	The owner
8 A valid trust, estate, or pension trust	Legal entity ¹
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

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