



## State of South Carolina Office of The Lieutenant Governor

André Bauer  
Lieutenant Governor

Office on Aging  
Tony Kester  
Interim Director

### Emergency Rental Assistance (ERA) Program 2009

The South Carolina Lieutenant Governor's Office on Aging (LGOA) manages a grant from the South Carolina Housing & Finance Development Authority that can provide emergency rental assistance to assist low-income seniors age 60 and older. The program cannot provide long-term housing assistance, but it can help seniors get through a "rough time" by providing up to \$1000.00 that will be sent directly to the property owner/landlord.

To be eligible for ERA, an applicant must:

- Rent or lease his/her primary place of residence in the state of South Carolina
- Have a gross household income at or below 120% of the 2008 HHS Poverty Guidelines
- Be 60 years of age or older
- Be financially able to meet normal rental obligations after the emergency situation has passed

**The need for assistance must be due to a situation that was unexpected, temporary, and can be resolved.** This means that routinely not having enough money to pay regular bills or simply paying too much for rent are not emergencies and will not be considered, unless there is a pending, expected change (such as Social Security/SSI payments starting or increasing, moving to a less expensive home, an adult child or roommate is moving in to help with finances, an increase in income, etc.). Long-term housing assistance programs are managed by regional Housing Authorities.

The application for ERA is a simple two-page form that must be accompanied by a copy of a photo ID or Driver's License and proof of income. Also included in the application package is a W-9 (Taxpayer ID #) form and Verification of Assistance form that must be completed by the landlord/property manager. Detailed instructions and a checklist are provided with the application package.

Although applications may be mailed or faxed directly to the LGOA at the address or fax number at the bottom of this page, it is **highly** recommended that applicants work with and submit applications through the regional Information, Referral and Assistance specialist at their local Area Agency of Aging (AAA). These specialists will ensure applications are completed and submitted properly and they may also be able to identify additional resources or programs that are available locally.

If you have questions or need to know how to contact your regional AAA, please contact Leigh Bogdany in the LGOA at 803-734-9937 or toll-free at 1-800-868-9095 or by e-mail at [LBOGDANY@AGING.SC.GOV](mailto:LBOGDANY@AGING.SC.GOV).

1301 Gervais Street, Suite 200  
Columbia, SC 29201

(803) 734-9937 • Fax (803) 734-9886 • [lbogdany@aging.sc.gov](mailto:lbogdany@aging.sc.gov)

## Checklist for Emergency Rental Assistance Applications

### **Application Package Contents (required information indicated by the ► symbol)**

1. ► Application Page 1. Applicant Background Information and Justification of Need
2. ► Application Page 2. List of Household Residents, Income and Cost of Rent information
3. ► Application Page 3. Landlord's Verification of Rental Assistance
4. Application Supplemental Page 4. Used only if additional space is needed
5. ► Landlord's W-9 Federal Taxpayer Identification Number (do not return W-9 instructions, pages 2-4)
6. ► Photo Identification of Applicant/Tenant and all other adults living in the Household
7. ► Proof of Income for all adults living in the Household (Social Security statement, 2 mos. paystubs, etc.)
8. (Optional) Additional Documentation supporting your need (such as medical or other bills, estimates to repair home heating system, doctor statement, etc.)

### **Application must be:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Legible                    | <input type="checkbox"/> Complete |
| <input type="checkbox"/> Signed by tenant/applicant | <input type="checkbox"/> Dated    |

### **Applicant Must:**

- |   |   |
|---|---|
| <input type="checkbox"/> Be 60+ years of age  | <input type="checkbox"/> Be renting/leasing (no mortgages) a home/apt/trailer in SC |
| <input type="checkbox"/> Be responsible for rent/lease payments (usually this means being "on the lease") |   |
| <input type="checkbox"/> Have a household income at or below 120% of the current HHS Poverty Guidelines   |   |

### **Proof of Income**

#### **For Adults (18+)**

- Proof of Income is provided for all adults with income living in the household (e.g. Social Security statement, minimum of one month's paystubs with year-to-date earnings)
- Explanation for any adult in the household who has no income

#### **For Minors (under 18)**

- Financial support received on behalf of or by minors in the home must be reported (e.g. child support, disability, VA, social security, foster care stipends, DSS payments, etc.). A minor's income earned from a job is NOT included.

### **Amount of Assistance requested**

- Amount on application matches the amount on the Landlord's Verification of Assistance form
- Amount does not exceed \$1000.00 (including all previous ERA assistance received)

### **Justification of Need/Reason for requesting assistance is:**

- Due to an **emergency** (an emergency is unexpected, time limited, and can be resolved).  
*This means that routinely not having enough money to pay regular bills or simply paying too much for rent are not emergencies and cannot be approved UNLESS there is a planned and expected increase in income or reduction in expenses.*
- After the emergency has passed, applicant must be financially able to meet rental obligations

### **Landlord's Verification of Assistance (VoA) is:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Legible  | <input type="checkbox"/> Signed by Landlord (or authorized designee) |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Dated                                       |

### **Landlord's W-9 Taxpayer Identification form is:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Legible (this is our most common problem)</b> | <input type="checkbox"/> Signed by Landlord (or authorized designee) |
| <input type="checkbox"/> Completed (incl. type of business)               | <input type="checkbox"/> Dated                                       |

If Landlord owns/operates rental property as an individual, we must have a Social Security #

If Landlord owns/operates rental property under a business name, we *usually* need a Federal Tax ID #

**Note:** Return only the one-page W-9 Form, not instruction pages 2-4

**Maximum Allowable Income to  
Qualify for the ERA Program**

**2009 Federal HHS Poverty Guidelines**

<b>Persons in Household</b>	<b>100% of Poverty Annual</b>	<b>100% of Poverty Monthly</b>	<b>120% of Poverty Annual</b>	<b>120% of Poverty Monthly</b>
<b>1</b>	\$10,830	\$903	\$12,996	\$1,083
<b>2</b>	\$14,570	\$1,214	\$17,484	\$1,457
<b>3</b>	\$18,310	\$1,526	\$21,972	\$1,831
<b>4</b>	\$22,050	\$1,838	\$26,460	\$2,205
<b>5</b>	\$25,790	\$2,149	\$30,948	\$2,579
<b>6</b>	\$29,530	\$2,461	\$35,436	\$2,953
<b>7</b>	\$33,270	\$2,773	\$39,924	\$3,327
<b>8</b>	\$37,010	\$3,084	\$44,412	\$3,701
For each additional person, add	\$3,740	\$312	\$4,488	\$374

**NOTE: Guidelines published in the Federal Register 1/16/09**

# Emergency Rental Assistance (ERA) Application

*SC Lieutenant Governor's Office on Aging*

(For LGOA use only)

Application #:

Date Received

Note: Title 18, Chapter 47, Section 1001 of the US Code states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department or agency within the jurisdiction of the US Government.

## Applicant Background Information

<b>Applicant Name:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last,	First	Middle
<b>Social Security #</b>	- -	<b>Date of Birth</b>	/ /
<b>Have you applied for ERA before?</b>	Yes No	<b>Race/Ethnicity</b>	<input type="text"/>
<b>Are you Disabled?</b>	Yes No	<b>Sex</b>	Male Female
<b>Home Address</b>	<input type="text"/>		SC <input type="text"/>
	Street address (include apt. #, if applicable)	City	State Zip Code
<b>Mailing Address</b> (if not same as home)	<input type="text"/>		SC <input type="text"/>
	Street address (include apt. #, if applicable)	City	State Zip Code
<b>Home Phone #</b> (incl. area code)	( )	<b>Other Contact Name and Phone #</b>	<input type="text"/>
<b>Name of Landlord or Apt. Complex</b>	<input type="text"/>	<b>Landlord Contact Name and Phone#</b>	<input type="text"/>

## Justification/Explanation of Emergency

**Be brief, but provide specific reason(s) you need rental assistance and how this qualifies as an emergency (an unexpected situation that is time limited and can be resolved). Documentation that supports your claim (bills, medical statements, etc.) may be requested. Submitting it with your application may speed up the review process.**

---

---

---

---

---

---

---

---

(if additional space is needed, please use the provided Supplemental Page 4)

# EMERGENCY RENTAL ASSISTANCE APPLICATION

List ALL persons living in Unit, including yourself. (if more space is needed, please use Supplemental Page 4)

Name <sup>1</sup>	Relationship to Applicant	Sex	Age	Gross Monthly Income	Source of Income <sup>2</sup>
	Self/Applicant				

1. If an individual has more than one source of income, list each source and amount on a separate line.
2. ▶ For children (17 or under), earned income from a job should **not** be listed, however you must list income from child support and all government sources (e.g, Social Security, DSS payments, Disability, etc.)
  - ▶ For any adult (18 or over) with zero income, you must explain why there is no income.
  - ▶ All income listed must have supporting documentation (paystubs, Social Security statement, etc.).

Amount of rent **you pay** each month \$

Length of time at this residence? \_\_\_\_\_ Years \_\_\_\_\_ Months

How many months are you behind in your rent?  

Amount of Rental Assistance requested \$ (\$1000 max)

**I do hereby certify that all information I have provided in this application is complete and accurate. Failure to disclose all information requested (such as income) or providing false statements is punishable under federal law. My signature below gives my consent for the Lt. Governor’s Office on Aging and/or the Information and Referral Specialist to contact my Property Manager/Landlord and/or my employer. I have read and fully understand this statement.**

**Applicant Signature ▶** **Date:**

Below For Staff use only

Submitted By: \_\_\_\_\_  
(AAA Region or Human Services Organization Name) Contact Person

Comments:

## Supplemental Page

Use this page ONLY if you have run out of room on the application and need more space

### Justification/Explanation of Emergency

(continued from Page 1)


Name <sup>1</sup>	Relationship to Applicant	Sex	Age	Gross Monthly Income	Source of Income <sup>2</sup>

1. If an individual has more than one source of income, list each source and amount on a separate line.
2. ► For children (17 or under), earned income from a job should **not** be listed, however you must list income from child support and all government sources (e.g. Social Security, DSS payments, Disability, etc.)
  - For any adult (18 or over) with zero income, you must explain why there is no income.
  - All income listed must have supporting documentation (paystubs, Social Security statement, etc.).

**ADDITIONAL COMMENTS/INFORMATION:**

--

# Landlord's Verification of Assistance

The Emergency Rental Assistance program through the Lt. Governor's Office on Aging (LGOA) is funded by a SC State Housing and Finance Development Authority grant. With these funds, we are able to assist low-income seniors (age 60+) who experience emergency situations creating a temporary inability to pay their rent. An emergency is a situation that was not anticipated, is time limited and can be resolved. For example, temporary loss of income, unexpected bills, roommate moving out, etc, may qualify, but simply not having sufficient income to meet regular expenses would not. Assistance is limited to \$1,000.00 per household for the duration of this grant.

**Before we can process an application and make payment to you, we must obtain the following:**

- 1) Verification of Assistance information below, and 2) Legible, complete and signed W-9 Taxpayer ID form

If approved, a check will be mailed directly to you. If you have invoiced and received payments from the state before, it usually takes about two weeks before a check is issued and mailed. If you or your business must be added to the State's payment system, expect an additional week. Please be advised that these times are estimates and will vary.

<b>Tenant Name</b>			
<b>Tenant Address</b>			<b>SC</b>
	Street address (include apt. #, if applicable)	City	State      Zip Code
<b>Monthly Rent due from Tenant</b>	\$ <input style="width: 80%;" type="text"/>	<b>Months Behind</b>	<input style="width: 80%;" type="text"/>
<b>Eviction/Late Fees owed</b>	\$ <input style="width: 80%;" type="text"/>	<b>Name(s) of other parties on this lease</b>	
<b>Total Amount Currently Owed</b>	\$ <input style="width: 80%;" type="text"/>	<b>Rental Assistance Requested</b> (not to exceed \$1000.00)	\$ <input style="width: 80%;" type="text"/>
		<b>Length of time as your tenant?</b>	<input style="width: 20%;" type="text"/> Yrs <input style="width: 20%;" type="text"/> Months

<b>Owner/Landlord Name OR Apartment Complex name:</b>			
<b>Company/Corporate name (if applicable)</b>			
<b>Mailing Address:</b>			
	Street Name and #	City	State      Zip Code
My signature below indicates that the tenant cited above is responsible (by signed lease or other agreement) for rental/lease payments and that the balance owed is accurately reflected as of the signature date below.			
	Date	(    )	Phone number
Signature			
	Title	E-mail address	
Printed Name			
		Other contact person, if applicable	
Social Sec. # (for Individuals) OR Tax ID # (for companies)			

Below reserved for use by the LGOA only

<b>Approved Amt: \$</b> _____	<b>Application #:</b> _____
<b>Approved By:</b> _____	<b>DV #</b> _____
<b>Approval Date:</b> _____	<b>DV Date</b> _____

## 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.

**Note.** If the account is in more than one name, see 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:

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 ▶
------------------	----------------------------	--------

## 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.