

# CIRCULAR



DISTRICT OF COLUMBIA

Title
<b>Fiscal Year 2019 Police Officer Retention Program (PORP)</b>
Number
<b>CIR-18-08</b>
Effective Date
<b>October 15, 2018</b>
Expiration Date
<b>October 15, 2023</b>
Related Orders:
GO-PER-201.08 (Outside Training Program)
SO-17-06 [Fiscal Year 2018 Police Officer Retention Program (PORP)]
SO-18-01 [Second Phase Fiscal Year 2018 Police Officer Retention Program (PORP)]

I.	Background	Page 1
II.	Definitions	Page 1
III.	Regulations	Page 2
IV.	Procedures	Page 4
IV.A	FY 2019 Loan Forgiveness Program	Page 4
IV.B	FY 2019 Tuition Reimbursement Program	Page 5
V.	Roles and Responsibilities	Page 6
VI.	Attachments	Page 6

## I. BACKGROUND

MPD has secured limited funding for fiscal year (FY) 2019 for two programs to provide support to selected sworn members who have pursued, or who would like to pursue, higher education while also providing incentives to members to remain with the Department.

## II. DEFINITIONS

- A. Dependent child – a natural child, adopted child, stepchild, or foster child of a sworn employee, who the employee claimed as a dependent for federal tax purposes on his or her most recent federal tax return **and** who is, at the time of application, unmarried and under the age of 24.
- B. FY 2019 Loan Forgiveness Program – an initiative for FY 2019 providing eligible and qualified sworn employees or their dependent children loan repayment assistance of up to \$12,500 for debt accrued from accredited colleges and universities in return for signing an obligated service agreement as described in this order.
- C. FY 2019 Tuition Reimbursement Program – an initiative for FY 2019 providing eligible and qualified sworn employees or their dependent children tuition re-imburement of up to \$12,500 for coursework toward a bachelor's or a master's degree in any field from an accredited college or university in return for signing an obligated service agreement as described in this order.

### III. REGULATIONS

- A. Sworn career service employees who wish to apply for the FY 2019 retention programs shall meet the following criteria:
1. Be willing to sign an obligated service agreement.
    - a. Members eligible to retire by October 31, 2019, and upon selection, sign a three year obligated service agreement (Attachment A).
    - b. Members who have between three and eight years of service (i.e., have at least three years of service but have not reached nine years of service) as an MPD police officer as of October 1, 2018, and upon selection, sign a four year obligated service agreement (Attachment B).
    - c. Members who do not fall into the two above categories shall sign a four year obligated service agreement.
  2. Have an overall rating of “3 = Meets Expectations”, “4 = Exceeds Expectations”, or “5 = Significantly Exceeds Expectations” on their last two Department performance evaluations.
  3. Have no sustained adverse action issued within three years of the issuance of this order and at the date of the award.
  4. Have their optional sick leave privileges in effect.
  5. Have current professional development training (PDT) and firearms certification from the Metropolitan Police Academy (MPA).
- B. Members who have received funds under a previous fiscal year PORP program (i.e., FY 2016 and FY 2018) may apply for funds under this phase of FY2019 PORP. Members who received funding under a previous PORP program and who are chosen to receive funding under this phase of the FY 2019 PORP program shall be required to sign the appropriate Obligated Service Agreement based on the program and it shall run consecutive to any previous agreement they signed for PORP.
- C. Senior police officers shall not be eligible to receive funding under FY 2019 PORP.
- D. Members shall ensure they submit their completed applications to the Professional Development Bureau (PDB) administrative email box ([pdb.adminbox@dc.gov](mailto:pdb.adminbox@dc.gov)). **Completed applications must be received in the PDB administrative email box no later than November 30.**

**2018.** Late or incomplete applications will not be considered.

- E. Members may apply for both programs for both themselves and their dependent children, but if selected, shall only receive one award.
- F. Payment shall only be provided directly to accredited colleges and universities or their collectors. Payment shall not be provided directly to any member or to the dependent child of any member.
- G. Funding for the programs shall only be expended during FY 2019.
- H. Selection for the programs shall be determined at the discretion of the Chief of Police or his designee with priority consideration being given in the following order:
  - 1. Members who have between three and eight years of service (i.e., have at least three years of service but have not reached nine years of service) as an MPD police officer as of October 1, 2018.
  - 2. Members who are eligible to retire by October 31, 2019.
  - 3. Qualifying members who have not previously received an award.
  - 4. Dependent child of a qualifying member whose family has not previously received an award (i.e., the member has not received a previous award for **any** dependent child).
  - 5. All other qualifying members.
  - 6. All other dependent children of a qualifying member.
- I. **IMPORTANT:** The D.C. Office of Tax and Revenue, in conjunction with the Internal Revenue Service, has determined that payments made under this program are considered gross income, subject to federal, state, and FICA tax withholding, and will be reflected on the participating employees' W-2 statements. These payments are not considered working condition fringe benefits excludible from gross income under Internal Revenue Code (IRC) Sec. 132(d); they are not considered payments made under an educational assistance program excludible under IRC Sec. 127, and they are not grants or scholarships excludible under IRC Sec. 117 because they are compensatory. Members who have questions concerning the tax implications of participating in this program should consult with a tax professional.

#### IV. PROCEDURES

##### A. FY 2019 Loan Forgiveness Program

1. The amount of each individual award shall not exceed \$12,500 per recipient.
2. The amount of each loan repayment shall not exceed the member's or his or her dependent child's current debt.
3. The Department will only reimburse:
  - a. Undergraduate coursework in which a member or the member's dependent child received a cumulative 2.0 grade point average (GPA) (i.e., "C" average) or better.
  - b. Graduate coursework in which a member or the member's dependent child received a cumulative 3.0 GPA (i.e., "B" average) or better.
4. Only debt for coursework from accredited colleges and universities will be eligible for reimbursement.
5. Members shall adhere to the following procedures to be considered eligible for the program:
  - a. Submit their application package in accordance with the procedures outlined in this order, for the FY 2019 Police Officer Retention Program (Attachment C).
  - b. As a part of the application, each member shall include documented proof of debt and a copy of his or her transcript or the transcript of his or her dependent child. An unofficial transcript is acceptable for application purposes, but all members shall be required to provide an official transcript prior to receiving an award.
  - c. If applying for a dependent child, members shall submit a copy of their 2017 tax return indicating the child is their dependent.
  - d. Upon selection for the program, members shall submit a signed copy of the required obligated service agreement.

**B. FY 2019 Tuition Reimbursement Program**

1. The Department's FY 2019 Tuition Reimbursement Program offers \$12,500 for the employee or the employee's dependent child toward a bachelor's or master's degree in any field.
2. The amount of each individual reimbursement shall not exceed \$12,500.
3. Reimbursement money shall only be used to pay for credit hours at an accredited college or university. Members or their dependent children shall not use the money for any other expenses including, but not limited to, a stipend, housing, or to purchase school supplies.
4. Members or their dependent children must achieve a grade of "C" or better for undergraduate classes and a grade of "B" or better for graduate classes paid for with the reimbursement.
5. Members shall not be reimbursed until after they submit proof of grades at the end of each semester to the MPA.
6. Members must adhere to the following procedures to be considered eligible for a reimbursement:
  - a. Submit their application package in accordance with the procedures outlined in this order, for the FY 2019 Police Officer Retention Program (Attachment C).
  - b. As a part of the application, each interested member must:
    - (1) Meet all criteria established by the college or university for acceptance into the program (e.g., acceptance letter, proof of enrollment).
    - (2) Provide copies of a transcript for all undergraduate or graduate coursework completed to date. An unofficial transcript is acceptable for application purposes, but all members will be required to provide an official transcript prior to receiving an award.
    - (3) If applying for a dependent child, members shall submit a copy of their 2017 tax return indicating the child is their dependent.
    - (4) Upon selection for the program, submit a signed copy of the required obligated service agreement.

- (5) Submit the required financial documents listed on the application.

**VI. ROLES AND RESPONSIBILITIES**

- A. The Executive Director of PDB shall ensure members are sent a confirmation upon receipt of the member's application.
- B. The Director of the Human Resource Management Division shall ensure all application packages are complete and shall confirm the member meets all of the eligibility requirements.

**VII. ATTACHMENTS**

- A. Attachment A: Three Year Obligated Service Agreement
- B. Attachment B: Four Year Obligated Service Agreement
- C. Attachment C: Application Package for FY19 Police Officer Retention Program



Peter Newsham  
Chief of Police

PN:KDO:MOC:JC



# METROPOLITAN POLICE DEPARTMENT

Washington, D.C.



## Three Year Obligated Service Agreement

1. I agree that upon being accepted for the Fiscal Year 2019 Police Officer Retention Program, that I will remain with the Metropolitan Police Department (MPD) for a period of three years.
2. I agree that if I voluntarily leave the MPD before completing this period of service, I will reimburse the MPD for any and all money paid to me, or on my behalf, in connection with the Fiscal Year 2019 Police Officer Retention Program.
3. I agree that if I or my dependent child fails to complete a course in accordance with Circular 18-08 (Fiscal Year 2019 Police Officer Retention Program), that I will reimburse the MPD for the related fees of that course.
4. I understand that any amounts which may be due to the MPD, as a result of any failure on my part or on the part of my dependent child to meet the terms of this agreement, may be withheld from any monies owed to me by the MPD or may be recovered by such other methods as approved by law.
5. I understand that this Agreement does not commit the Metropolitan Police Department to continue my employment.

Member's Name (Print: Last, First, M.I.):	Training Dates-- From:	To:
Member's Bureau/Element/Unit:	Training Title:	
Member's CAD #:	Training Provider:	
Member's Home Address:	Training Provider's Location/Address:	
Member's Full Signature:	Date of Signature:	



# METROPOLITAN POLICE DEPARTMENT

Washington, D.C.



## Four Year Obligated Service Agreement

1. I agree that upon being accepted for the Fiscal Year 2019 Police Officer Retention Program, that I will remain with the Metropolitan Police Department (MPD) for a period of four years.
2. I agree that if I voluntarily leave the MPD before completing this period of service, I will reimburse the MPD for any and all money paid to me, or on my behalf, in connection with the Fiscal Year 2019 Police Officer Retention Program.
3. I agree that if I or my dependent child fails to complete a course in accordance with Circular 18-08 (Fiscal Year 2019 Police Officer Retention Program), that I will reimburse the MPD for the related fees of that course.
4. I understand that any amounts which may be due to the MPD, as a result of any failure on my part or on the part of my dependent child to meet the terms of this agreement, may be withheld from any monies owed to me by the MPD or may be recovered by such other methods as approved by law.
5. I understand that this Agreement does not commit the Metropolitan Police Department to continue my employment.

Member's Name (Print: Last, First, M.I.):	Training Dates-- From:	To:
Member's Bureau/Element/Unit:	Training Title:	
Member's CAD #:	Training Provider:	
Member's Home Address:	Training Provider's Location/Address:	
Member's Full Signature:	Date of Signature:	



**APPLICATION FOR FY 19 POLICE OFFICER RETENTION PROGRAM**

FULL NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ CAD# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF HIRE: \_\_\_\_/\_\_\_\_/\_\_\_\_

WHICH PROGRAM(S) ARE YOU APPLYING FOR (*members may apply for both, but only may be selected for one*):

\_\_\_ FY19 LOAN FORGIVENESS PROGRAM                      \_\_\_ SELF                      \_\_\_ CHILD

\_\_\_ FY19 TUITION REIMBURSEMENT PROGRAM                      \_\_\_ SELF                      \_\_\_ CHILD

IF THIS APPLICATION IS FOR YOUR CHILD, PLEASE PROVIDE NAME OF DEPENDENT:

NAME: \_\_\_\_\_ SCHOOL/INSTITUTION: \_\_\_\_\_

APPLICATION CHECKLIST (INITIAL EACH):

\_\_\_ I CERTIFY AND AFFIRM THAT I HAVE READ CIRCULAR 18-08 (FISCAL YEAR 2019 POLICE OFFICER RETENTION PROGRAM), AND I MEET THE ELIGIBILITY REQUIREMENTS ESTABLISHED IN SECTION III (REGULATIONS).

\_\_\_ I HAVE ATTACHED THE FOLLOWING ITEMS TO THIS APPLICATION TO BE SUBMITTED ELECTRONICALLY, AS REQUIRED BY THE PROGRAM I AM APPLYING:

**Member shall complete and submit the following required documents:**

- A current copy of the loan and/or tuition statement (**must include the account number, payment remittance address, and balance of loan**)
- A copy of their college transcript or the transcript of the dependent child. Note: an unofficial transcript is acceptable for application purposes, but all members shall be required to provide an official transcript prior to receiving an award. Please attach a copy of your 2017 tax return as proof of dependent child, if applicable
- A copy of member’s Department performance evaluations for the last two years
- 2017 W9 form completed and signed by the lending institution (**must contain the lender information ONLY**)
  - should the lending institution decline to sign and date the form, the member is required to submit the W9 form without the signature and date
  - Federal Tax ID number and the payment address of the lender is required for payment to be initiated
  - list a contact name and telephone number for the lending institution’s representative at the bottom of the form (example: Jane Doe at 800-234-5678)
- Police Officer Retention Program Payee Information form
- Obligated Service Agreement based upon member’s qualifications
- **For the FY 2019 Tuition Reimbursement Program only**, proof of meeting all criteria established by the college or university for acceptance into the program (e.g., acceptance letter, proof of enrollment). Members are reminded they shall not be reimbursed until after they submit proof of grades at the end of each semester to the MPA.

**SUBMIT ALL REQUIRED DOCUMENTS TOGETHER AS ONE (1) PDF ATTCHMENT AND SEND VIA MEMBER’S EMAIL ADDRESS TO THE PDB.ADMINBOX@DC.GOV**

\_\_\_ I ACKNOWLEDGE AND UNDERSTAND THAT IF I AM SELECTED UNDER THIS PROGRAM, I WILL BE REQUIRED TO SIGN AN OBLIGATED SERVICE AGREEMENT, PURSUANT TO CIRCULAR 18-08

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Metropolitan Police Department

## Police Officer Retention Program Payee Information

Official Name of Lending Institution (no abbreviations):

\_\_\_\_\_

Address of Lending Institution: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip

Lending Institution Account number for Employee: \_\_\_\_\_

Award Amount Requested: \_\_\_\_\_

Employee Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First M.I.

Employee Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### 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-DIV (dividends or 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, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. 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 FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**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 Pub. 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 instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding 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*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## 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*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you 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 (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

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 on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space 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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

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

<sup>2</sup> 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. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS 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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). 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 *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](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. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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 item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. 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>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing 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

<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 "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.

<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*, earlier.

**\*Note:** The 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 Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 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 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](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

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

## Privacy Act Notice

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