



105 Kennedy Boulevard
Somerdale, New Jersey 08083
(856) 783-6320
www.Somerdale-NJ.com

PLANNING/ZONING BOARD APPLICATION PACKET

*IT IS HIGHLY RECOMMENDED YOU HAVE AN ATTORNEY
OR LAND USE PROFESSIONAL ADVISE YOU
DURING ANY LAND USE PROCESS*



INSTRUCTIONS

IT IS HIGHLY RECOMMENDED YOU HAVE AN ENGINEER OR SOLICITOR ADVISE YOU DURING THIS PROCESS. IF YOU ARE AN "LLC" OR "CORPORATION", YOU MUST BE REPRESENTED BY LEGAL COUNCIL AT YOUR PLANNING/ZONING BOARD MEETING.

1. After obtaining the application packet from the Borough, completely fill out each form.
2. Form 992-2 is a site plan review checklist designed to assist the applicant as to what is included the plan.
3. File 14 copies of the completed application and 7 copies of plans with the Planning Board Secretary.
4. A PDF file of ALL application documents and plans must be submitted with your application submission or it will be deemed "incomplete".
5. It is only necessary to file with the Camden County Planning Board if your site is located on a county road. Please check with the Zoning Officer, Borough Clerk or Planning Board Secretary to determine this and obtain the proper forms.
6. Form 493-1 is a "Fill in the Blank" form to be used to **advertise your intentions and have your notice published 10 days prior to the regular meeting of the Planning -Board**. If you are applying for a variance, you must notify all property owners within 200 feet of your site, also at least 10 days before the scheduled meeting, by certified/ return receipt mail or personal service. (A certified list of property owners can be obtained from the Clerk's office). **It is your responsibility to place and pay for the advertisement**. It is suggested you use The Courier Post or The Retrospect for publication (*please reach out to the Retrospect for advertising deadlines as they are a weekly publication*). ***YOU MUST BRING THE PUBLICATION AFFIDAVIT AT LEAST 2 DAYS BEFORE THE MEETING AS PROOF OF ADVERTISEMENT, OR YOUR CASE WILL NOT BE HEARD.***
7. After the Board makes a ruling, a copy of the Resolution will be sent to you and/or your attorney if applicable. A \$25.00 advertising fee is collected by the Borough to publish the results of your application in the newspaper.
8. If you have any questions, **you should contact your attorney for advice** or the Planning Board Secretary at 856-783-6320, ext. 3300 who will provide you with information only, not advice.

BLUEPRINT PLANS MUST BE SUBMITTED PROPERLY FOLDED

NOTE

APPLICATIONS (INCLUDING PLANS AND ESCROW DEPOSITS) MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO A REGULARLY SCHEDULED PLANNING BOARD MEETING.

THE BOROUGH RESERVES THE RIGHT TO LIMIT THE NUMBER OF APPLICATIONS HEARD AT A SINGLE MEETING.



SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing their site plan for board review. Applicants should check off each item to ensure that it is included on the plan. *ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.*

UTILITY PLANS, LANDSCAPING PLAN, ARCHITECTURAL ELEVATIONS, ETC., MAY BE SHOWN ON SEPARATE SHEETS.

- _____ Name and title of applicant, owner and person preparing map.
- _____ Place for signature of chairman and secretary of planning/zoning board.
- _____ Place for signature of Borough Engineer.
- _____ Tax map lot and block numbers.
- _____ Date, scale and "north" sign.
- _____ Key map of the site with reference to surrounding areas and to existing street locations.
- _____ Zone district in which property in questions falls, zone district of adjoining properties and all property within a 200 radius of the property in question.
- _____ Names of owners of all contiguous land and adjacent property.
- _____ Dimensions of lot, setbacks, front yard, side yards and rear yard; size, kind and location of fences.
- _____ Location dimensions and details of all signs and exterior lighting including type of standards, location, radius of lighting and intensity in footcandles.
- _____ Method of solid waste disposal and storage.
- _____ Existing and proposed spot elevations based upon the U.S. Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations.
- _____ Existing and proposed contours of site at 2 foot intervals for areas less than 5 percent grade and 10 foot intervals above 5 percent grade.
- _____ Location of all existing trees or tree masses, indicating general sizes and species of trees.
- _____ Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap).
- _____ Any other pertinent information as may be required by the board.

Form 992-2



**APPLICATION
SUBDIVISION, SITE PLAN, SITE PLAN WAIVER, CONCEPT DESIGN**

PLEASE FILE 14 COPIES OF THIS COMPLETED DOCUMENT 30 DAYS BEFORE THE REGULAR MEETING OF THE PLANNING BOARD.

Applicant's Name _____

Address _____ Phone # _____

Applying For

____ Subdivision ____ Site Plan ____ Site Plan Waiver ____ Concept Design, located at _____

Somerdale, New Jersey Block ____ Lot ____ Plate ____ Location of Nearest Intersection _____

Does this constitute ____ new application ____ revision or resubmission of a prior application?

ATTACH A COPY OF ANY DEED RESTRICTIONS, COVENANTS OR EASEMENTS EFFECTING THIS PROPERTY

Owner's Name (if different than applicant) _____

Address _____ Phone# _____

Are you being represented by an attorney, real estate broker, or a land use professional? If so, please state:

Name _____

Address _____ Phone# _____

Interest of Applicant if other than the Owner

STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT THE OWNER:

I, _____ owner of Lot(s) ____ in Block(s) ____ in the Borough of Somerdale, Camden County, New Jersey, hereby acknowledge that the application of _____ for a subdivision/ site plan approval/site plan wavier/concept design of said Lot(s) is made with my complete understanding and permission and in accordance with an agreement for purchase or option agreement entered into between myself and the applicant herein stated.

Signature of Landowner



APPLICATION FOR VARIANCE

TO THE BOARD OF ADJUSTMENT:

An application is hereby made for a (hardship) (use) variance from the terms of Article(s) and Section(s) _____ of the Zoning Ordinance so as to permit

DESCRIPTION OF PROPOSED STRUCTURE OR USE

PREMISES AFFECTED known as Block _____ Lot _____,

Street address: _____, Somerdale, New Jersey

Applicant: _____ Address _____

Owner: _____ Address _____

Lessee: _____ Address _____

Last previous occupancy _____

Size of Lot _____ Size of Building(s) (Present and/or Proposed):

At street level _____ ft. Front _____ ft. Deep

Percentage of lot occupied by building(s) _____ % Height of Building(s) _____ stories _____ ft.

Set back: Front property line _____ feet. From side (if corner lot) _____ feet

Zoning requirements frontage _____, side yards _____, set-back _____, rear yard _____

“Prevailing set-back” of adjoining buildings within one block _____ feet

Has there been any previous appeal involving these premises? Yes _____ No _____

If yes, state character of appeal and date of disposition _____

Proposed Use:



FOR SUBDIVISION APPLICATIONS ONLY

Number of proposed lots ____ Proposed density per acre ____ Number of dwelling units per acre ____
 Area of entire tract ____ Portion being subdivided ____
 Lot Sizes ____ Building Area (ground floor) ____ Building Area (total sq. ft.) ____
 Number of proposed parking spaces per lot ____ Area in acres of any additional adjoining lot(s) owned by Owner
 Or applicant ____

Why is subdivision being requested? ____ to sell lots ____ construct houses for sale ____ other (please explain)

Name (of person preparing plan) _____
 Address _____ Phone# _____

**ALL OTHER APPLICATIONS
 PROPOSED DEVELOPMENT**

Title of Proposal _____
 Site Plan Dated ____ Prepared by _____
 Present Use _____ Proposed Use _____
 Property part of subdivision approved on _____
 Board of Adjustment action required ____ yes ____ no; variance(s) granted on _____
 Total tract _____ (acres to nearest tenth)
 Building Coverage _____ % of lot area
 Paved Coverage _____ % of lot area
 Maximum # of stories _____; and not more than feet

FOR RESIDENTIAL PROPOSALS

Total # of dwelling units ____
 # of efficiency units ____ - ____ % of total
 # of 1 bedroom units ____ - ____ % of total
 # of 2 bedroom units ____ - ____ % of total
 # of 3 bedroom units ____ - ____ % of total

FOR NON RESIDENTIAL PROPOSALS

Total # of square feet in gross floor area ____
 Gross floor area in warehouse facilities ____
 Gross floor area in other facilities ____
 Gross floor area in mfr. research ____

ACTUAL NUMBER OF OFF STREET PARKING SPACES PROPOSED _____

Parking space dimensions and access aisles conform to ordinance	_____ YES	_____ NO
Now served by existing street improved to municipal specifications	_____ YES	_____ NO
New street being constructed	_____ YES	_____ NO
Existing street being widened	_____ YES	_____ NO
Public water now available	_____ YES	_____ NO
Public water to be extended	_____ YES	_____ NO
Sufficient capacity in public water system to serve the proposed use	_____ YES	_____ NO
Public sanitary sewage treatment available to proposed use	_____ YES	_____ NO
Public sanitary sewage treatment to be extended to the proposed use	_____ YES	_____ NO
Planning Application		



APPLICANT

LANDOWNER

PLAN PREPARER

SIGNATURE*

Name

Address

Phone #

*NOTE The signature indicates an understanding of all the codes and regulations applicable to this application and of matters contained on this application

Signature of Applicant

Date



Municipal Clerk's Office

105 Kennedy Boulevard
Somerdale, New Jersey 08083
856.783.6320 phone
856.784.9377 fax

200' SEARCH REQUEST

DATE: _____

REQUESTOR: _____

REQUESTOR'S ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

ADDRESS OF LOCATION 200 FT SEARCH FOR:

BLOCK _____ LOT _____

PLEASE CHECK PREFERRED METHOD OF DELIVERY:

_____ E-MAIL

_____ FAX

_____ MAIL

_____ PICK UP

FEE: \$10.00 PER SEARCH.

PLEASE MAKE CHECK PAYABLE TO THE BOROUGH OF SOMERDALE.



ESCROW APPLICATION

Date of Application: ____/____/____

Name of Project: _____

Address of Project: _____

City _____, State _____, Zip _____

Name of Applicant: _____

Address of Applicant: _____

City _____, State _____, Zip _____

Telephone Number: _____ Fax Number: _____

Application Fee: \$ _____ Cash / Check / Money Order (Circle)

Initial Deposit: \$ _____ Cash / Check / Money Order (Circle)

Check# _____ Check Received By: _____
(Initial)

TAX ID # _____ W -9 Received By: _____
(Initial)

FOR OFFICE USE ONLY

Date Activated: _____ Developer Name: _____

Sub-Account Number: _____ BLOCK: _____ LOT: _____

Project Description: _____

Memo/Other Info: _____

Date Closed: _____ Date of Check: _____ Check Number: _____ (Attach Copy of Check)

Date Sent: _____ (Attach Copy of Resolution)

Revised: 0110112013



**NOTICE OF HEARING TO CLERK OF ADJACENT MUNICIPALITY
WITHIN 200' OF PROPOSED PROJECT**

DATE: _____

To: Municipal Clerk _____ of _____, New Jersey

PLEASE TAKE NOTICE:

That _____, the undersigned, has applied to the Board of Adjustment of Somerdale for relief from _____

at _____ Block _____ Lot _____, which property fronts upon a county road, or adjoins county owned property, or is within two hundred (200) feet of a municipal boundary. A hearing on this matter will be held on _____, 20____, at the Municipal Building in Somerdale. Applicant is seeking a hardship _____, use _____, variance, and subdivision _____, site plan _____, conditional use _____ approval. This notice is given pursuant to N.J.S.A. 40:55D-12d.

Signature _____

Note: This notice must be personally served or sent by certified mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Board of Adjustment at least 2 days before the hearing.



**ADVERTISEMENT TO BE PLACED
IN LOCAL NEWSPAPER
(SUCH AS THE RECORD BREEZE)**

**ADVERTISEMENT MUST APPEAR AT LEAST 10 DAYS
BEFORE THE SCHEDULED MEETING**

TAKE NOTICE that the undersigned has applied to the Somerdale Planning/Zoning Board for a
_____ subdivision, _____ variance, _____ site plan, _____ site plan waiver as follows:

regarding application concerning: _____

Address: _____

Block: _____ Lot: _____

A public hearing regarding this application will be held on _____20____, at 7:00 p.m. at the Borough Hall, 105 Kennedy Boulevard, Somerdale New Jersey, at which time you may appear either in person or by attorney and present any objections you may have to this application.

The application is available for examination at the Borough Hall Planning/ Zoning Office during normal business hours.

Applicant Name: _____

Applicant Address: _____



**AFFIDAVIT OF PROOF OF SERVICE
BOARD OF ADJUSTMENT**

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VARIFIED WITH BOARD SECRETARY AT LEAST 2 DAYS PRIOR TO MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY COUNTY OF _____}ss.

_____, of full- age being duly sworn according to law, deposes and says, that he/she resides at _____ in the municipality of Somerdale, County of Camden, and the State of New Jersey being an appeal or application under the Zoning Ordinance, and relates to premise _____; that on _____, 20____, he/she gave written notice of the hearing on this application to each and all of the persons upon whom service must be had, in the required form and according to the attached lists, and in the manner indicated thereon.

Signature _____

Sworn to and Subscribed before me

this _____ day of _____, 20 ____

NOTE: Attach list of all persons served.



**BOROUGH OF SOMERDALE
PLANNING BOARD
105 KENNEDY BOULEVARD
SOMERDALE, NEW JERSEY 08083**

TAX AND ASSESSMENT PAYMENT REPORT

Section I (to be completed by the applicant)

Name of Applicant _____

Address _____

has made application to the Planning Board for Block ____ Lot ____ located at

Whose record owner is _____

Owner's address _____

I request the Tax Collector to determine whether there are any delinquent taxes and/ or assessments due.

Date _____ Applicant's Signature _____

Section II (to be completed by the Tax Collector)

- I find that: All taxes due have been paid.
 All assessments due have been paid.
 The following are delinquent and past due.

Tax Collector



To Whom It May Concern:

Attached please find a copy of a W -9 Form. Any person or business making an application to the Planning/Zoning Board, must complete this form.

Thank you,

A handwritten signature in black ink that reads "meegan Wadleigh". The signature is written in a cursive style.

Meegan Wadleigh
Recording Secretary
Planning/Zoning Boards

Request for Taxpayer Identification Number and Certification

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

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

Requester's name and address (optional)
 Borough of Somerdale
 105 Kennedy Boulevard
 Somerdale, NJ 08083-1018

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

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

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); 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 on page 3.

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

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

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

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

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

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

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

² Circle the minor's name and furnish the minor's SSN.

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

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

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

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

Secure Your Tax Records from Identity Theft

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

To reduce your risk:

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

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

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

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

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

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

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

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

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

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.