



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
Government Serving Citizens

COMMISSIONERS

John Meeks
Rock Meeks
Desiree Mills, Vice Chair
Tim Hodge
Matt Brooks, Chair

How to Do Business with Levy County Workshop Agenda
October 19, 2023
6:00 PM

Public Call-In Information

- Conference Call Number: 1-571-317-3112
- Enter Access Code: 705-809-189
- The phone lines will open at 05:40 PM
- All lines will be muted; listening capabilities only

CALL TO ORDER

Invocation

Pledge to the Flag

Roll Call of the Commissioners

Approval of Agenda

- The Commissioners will approve and/or modify the official agenda at this time.

BUSINESS OR INFORMATIONAL ITEMS:

LEVY COUNTY PROCUREMENT - Alicia Tretheway, Coordinator

1. Presentation: How to Do Business with Levy County.

PUBLIC COMMENTS:

- Complete Public Comment Form and submit to the Board Chairman
- Approach podium, speak clearly into the microphone and state your full name and address
- Comments will be limited to a maximum of three (3) minutes per person

Adjourn

Should any agency or person decide to appeal any decision made by the Board with respect to any matter considered at this meeting, such agency or person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, person needing a special accommodation or an interpreter to participate in the proceeding should contact the County Clerk's Office at (352) 486-5266, or the Office of the Board of County Commissioners at (352) 486-5217, at least two (2) days prior to the date of the meeting. Hearing-impaired persons can access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Alicia Tretheway
- 2. **Organization/Title/Telephone:** BOCC/Procurement Coordinator
- 3. **Meeting Date:** Thursday, October 19, 2023
- 4. **Requested Motion/Action:**
Presentation: How to Do Business with Levy County.
- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.
- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**
- 10. **Recommended Approval**
 - a. **Department Director:** Yes No N/A
 - b. **County Attorney:** Yes No N/A
 - c. **County Coordinator:** Yes No N/A
 - d. **Other:** Yes No N/A

DOING BUSINESS WITH LEVY COUNTY

VENDOR INFORMATION SHEET

- Levy County requires each new vendor or existing vendors to fill out a Vendor Information Sheet.
- This information is necessary to update our files or to add your name to the County's Vendor List.
- The information on this form will allow us to pay you for the goods and/or services we have received in a timely manner and give us the ability to contact the necessary person in case there is a problem or question in processing.

W9 FORM

- Vendors must submit a W9 Form in order to do business with Levy County.
 - Must be most recent version from the IRS
 - Must have only one entity box checked
 - If it is an LLC, it must have the Tax Classification line completed
 - Must have only one Tax ID number, SSN or FEIN
 - The remit to address should match your vendor information sheet

PURCHASING THRESHOLDS – PURSUANT TO ORDINANCE 2023-4

- Micro & Small Procurements: \$0.01 - \$4,999.99
 - Department Head Approval
- Small Procurement: \$5,000.00 - \$25,000.00
 - 3 Quotes – County Coordinator or Procurement Coordinator Approval
- Competitive Sealed Bids: \$25,001 or More
 - Competitive Sealed Bids need to be utilized

CURRENT SOLICITATIONS

- Levy County uses the DemandStar system to provide information about current solicitations to potential contractors, consultants, and other vendors, as well as the general public.
- The system allows subscribers to receive information about current solicitations quickly at any time of day.
- Levy County only accepts electronic submittals through “E-Bidding” on the DemandStar platform. In order submit a proposal/bid in response to solicitations the proposer/bidder must be registered with DemandStar.

FREQUENTLY ASKED QUESTIONS - DEMANDSTAR

- Is DemandStar really free?
 - Yes, DemandStar is free for both governments and businesses. You can create an account and explore our database of government bids for free. No credit card required.
- How does DemandStar make money?
 - Some businesses find the database so valuable that they pay to receive more automatic notifications at the county, state, or national level.
- How long does it take to sign-up?
 - Just 5-Minutes
- Why don't governments just keep their bids on their website rather posting on DemandStar?
 - Governments are required by law to publicly advertise bids, but struggle to find the right vendors for their projects. Often, agencies will purchase ads online or in newspapers to attract new suppliers – this isn't always enough. Through DemandStar, governments post bids that go to tens of thousands of suppliers for free. By providing a free procurement community, they make it easier for both businesses and governments to source new opportunities.

DEMANDSTAR PLANS

- **Basic Plan**
 - Choose a procurement agency (Levy County), and get access to every bid and quote we publish on DemandStar – FREE!
- **County Plan***
 - Choose a county government, and get access to every bid and quote agencies in that county publish on DemandStar - \$35 per year (pricing varies per state and county, depending on coverage, from \$35-\$1,299).
- **State Plan***
 - Upgrade to the State plan, and get access to every bid and quote agencies in the state publish on DemandStar - \$35 per year (pricing varies per state and county, depending on coverage, from \$35-\$1,299).
- **National Plan**
 - Go nationwide! Get full access to every bid and quote published by every agency and government on DemandStar - \$2,599 per year.

CREATE YOUR FREE DEMANDSTAR ACCOUNT

1. Click the “Get Started” button on the top right hand side of the screen.
2. Type your email address in and Company Name: Click the “Create your DemandStar Account”
3. Choose your Free Agency – in the Search by Agency Name type Levy County, select Levy County and click the “Next Button”.
4. Search your Commodity Codes, For Example, “Construction” choose the best that matches your business, For Example, “Builder’s Supplies” you can check more if you so choose. Click Continue.
5. On the next screen scroll to the bottom and click “Continue without adding subscriptions” if you want a FREE Subscription. A box will pop up, you can either click “skip getting notifications” or “I want to subscribe to counties!” Choose Skip getting notifications for the free account.
6. Enter your contact information, and click finish registration.
7. DemandStar will send you an email for you to create a password, then you can log-in and view all of Levy County’s Solicitation.

TAILOR NOTIFICATIONS FOR YOUR BUSINESS

- DemandStar uses 9,000+ keywords (called Commodity Codes) to match businesses to government bids.
 - Select the Commodity Codes that match your business. For Example type in Construction Services.
 - No limit to codes you can add. Change codes at anytime.
 - DemandStar sends you automatic notifications the moment a bid matching your commodity code goes live.

HOW TO SUBMIT A BID

1. Click on the Solicitation
2. Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations (when you are ready to submit your bid, click on “Submit E-Bid Proposal”)
3. Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”. (If there is not a total bid amount in your submission, please put a “0” under the “Bid Amount”).
4. After you click NEXT on the Contact Information Page, you will be directed to enter the documents required. Levy County typically requires one document, however, in others, they may ask you for multiple documents that each need to be uploaded separately. Tip: There is a place for you to add “Supplemental”, i.e. non-required documents.
5. Review Your E-Bid Response, and if everything is correct, the press “Submit Response”. You are Done!

Levy County cannot view your submission until the due date and time of the solicitation.

QUESTIONS?

Levy County has partnered with DemandStar – an online marketplace connecting local governments with an extensive network of suppliers across the nation. DemandStar is open and accessible to all businesses. DemandStar gives you instant access to RFPs, bids, quotes, and other opportunities with Levy County.

By registering for a complimentary account with DemandStar, you get Instant Access to bids for Levy County Your free DemandStar account provides:

- **Instant** access to all bid and quotes for Levy County.
- **Automatic** notifications from Levy County- right to your inbox
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place.

It's EASY! Get started with 4 easy steps!

REGISTER

Go to
demandstar.com/registration

Get started for free!

Email Address

This will be your username for logging in to DemandStar

Company Name

Create your DemandStar account

By creating an account, you agree to DemandStar's Terms of Use and Privacy Policy.

Step
1

CHOOSE YOUR FREE AGENCY

Type "Levy County" in the Search Box, select the agency below, and then click "Next".

1 of 4: Choose your free agency

A great way to find out about new opportunities on DemandStar is to subscribe to a government agency. To get started, please choose your first (free!) agency. You'll have a chance to sign up for more in just a moment.

Selected free agency: **City of Bellmead**

Search by Agency Name

State

County

City of Bellmead

[Reset Search](#)

Showing 1-1 of 1

[Skip Agency Selection](#)

Next



Step 2

CHOOSE COMMODITY CODES

Get notifications – ones that are relevant to your business by describing what you offer via “commodity codes”

2 of 4: Choose Commodity Codes

What are commodity codes?

DemandStar commodity codes are how we categorize goods and services for government procurement. When you choose commodity codes, DemandStar uses them to match what your company provides to what governments in your subscription need, helping you find the best bids and quotes to bid on.

Tell us what your business does

Use a few keywords to tell us what your business does, and we'll match you up with some commodity codes. You can add more codes or change these in your DemandStar profile later.

Search Commodity Codes

For example, "construction"

Sort results alphabetically

A - Z ▼

[Go Back](#)

[Skip Commodity Codes](#) [Continue](#)

Step 3

CHOOSE MORE NOTIFICATIONS

Click “Continue without Adding Subscriptions” to proceed with a free account for Levy County. Or, if you’d like to get notifications when other governments near you post a relevant solicitation, you can select any combination of our county, state or national plans on this page.

3 of 4: Choose Subscriptions

Now that you've chosen City of Bellmead as your free agency, add more counties to grow your network of potential clients.

County subscriptions start at \$25 per year.

Please select a state to begin

State: Texas ▼

Choose your counties in Texas

There are currently 25 Texas counties with agencies publishing bids on DemandStar. Please choose which counties you'd like to subscribed to. You may also subscribe to all counties in Texas and save!

[+ Subscribe to Texas for \\$150 / year](#)

Search for Counties

<input type="checkbox"/> Bell County	View 3 Agencies	\$25/year
<input type="checkbox"/> Bexar County	View 3 Agencies	\$25/year
<input type="checkbox"/> Bowie County	View 2 Agencies	\$25/year
<input type="checkbox"/> Brazoria County	View 1 Agency	\$25/year
<input type="checkbox"/> Collin County	View 5 Agencies	\$25/year
<input type="checkbox"/> Comal County	View 1 Agency	\$25/year
<input type="checkbox"/> Coryell County	View 1 Agency	\$25/year
<input type="checkbox"/> Dallas County	View 10 Agencies	\$25/year
<input type="checkbox"/> Ector County	View 1 Agency	\$25/year
<input type="checkbox"/> Ellis County	View 2 Agencies	\$25/year

Showing 1-10 of 25

< 1 2 3 >

[Go Back](#)

[Continue without adding subscriptions](#)

McLennan County Subscription

City of Bellmead is in McLennan County. Subscribe and get notifications from 3 agencies.

[Subscribe to McLennan County for \\$25/year](#)

Texas Subscription

City of Bellmead is in Texas. Subscribe and get notifications from 56 agencies.

[Subscribe to Texas for \\$150/year](#)

National Subscription

Choose a national subscription and get notifications from 1129 agencies.

[Subscribe Nationwide for \\$2399/year](#)

Step 4

COMPLETE YOUR PROFILE —

Enter your contact and company information and Click “Finish Registration”. You'll receive an email to set up your password.

You’re done!

4 of 4: Complete your profile

Your order is complete! Now that you've set up your subscriptions on DemandStar, tell us a little bit more about yourself.

Your contact information

First Name *

Last Name *

Phone Number *

Your company information

Company Phone Number *

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a procurement portal interface. At the top, there are navigation tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. A large orange arrow labeled 'Bids' points to the right. To the right of the arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below this is a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. Each item has an 'Active' status button on the right. The first item details include: 'City of Fort Pierce - Purchasing Department, Fort Pierce, AZ', 'ID: BID-TSEBIDVINO24JAN01-0-2020/al', 'Broadcast: 1/24/2020', 'Due: 3/1/2020', 'Planholders: 3', and a 'Watch' button. The second item is 'AA-BB-CC-DD-EE' with details: 'agency2.0, Texas, FL', 'ID: EBID-001-946-00-0-2020/AD', 'Broadcast: 2/4/2020', 'Due: 2/29/2020', 'Planholders: 0', and a 'Watch' button. The third item is 'TESTBID' with details: 'agency2.0, Texas, FL'.

Solicitation Name	Status
TSEBIDVINO24JAN01	Active
AA-BB-CC-DD-EE	Active
TESTBID	Active

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name agency2.0
Bid Writer agency2.0 d
Bid ID EBID-123456-0-2020/AD
Bid Type EBID - E-BID
Broadcast Date 02/06/2020 9:40 AM Eastern
Fiscal Year 2020
Due 02/29/2020 11:00 PM Eastern
Bid Status Text BID STATUS

Scope of Work

Scope to Work

Documents

Filename	Type	Date Modified	Status
fer	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond None
Plan (blueprint) None
E-Bidding Submit
Distributed By DemandStar
Distribution Method Download and Mail
Distribution Options Bid has no blueprints associated with it
Project Estimated Budget \$120,000.00
Distribution Notes None

Publications

View Legal Ad

Pre-Bid Conference

No Pre-Bid Conference Date Found

Commodity Code

[001-946-00] FINANCIAL SERVICES

[Submit E-Bid Proposal](#)



Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

If there is not a total bid amount in your submission, please put “0”

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”



DEMANDSTAR Dashboard **Bids** Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-0-2020/AD
Bid Due Date: 02/29/2020 (PST)
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information (Selected)
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (Invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot shows the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail is 'Home > Bids > TESTBID > My Ebid Response'. There are 'Save & Finish Later' and 'Cancel' buttons in the top right.

Bid Details:

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020(AD)
- Bid Due Date: 02/29/2020 (PST)
- Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress:

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

E-Bid Response Section:

Required Documents: The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats:

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (*.DWG)
- AutoCAD Drawing Web Format (*.DWF)
- GIF Image (*.GIF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLS)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOC)
- Microsoft Word (*.DOCK)
- Plain Text (*.TXT)
- Plot file (*.PLT)
- Rich Text Format (*.RTF)
- TIFF Image (*.TIF)
- WordPerfect (*.WPD)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents: You can upload additional documents here.

Document Title: Add Document

Previous Next

Step 4 continued

TIP:
There is a place for you to add “Supplemental”, i.e. non-required, documents.

Bid Details

Agency Name: agency2.0
 Bid Number: EBID-123456-0-2020/KD
 Bid Due Date: 02/25/2020 (PST)
 Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
 Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (Web Format (*.DWG))
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Rich Text Format (*.RTF)
- WordPerfect (*.WPO)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot File (*.PLOT)
- TIFF Image (*.TIF)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

Supplemental Documents

You can upload additional documents here.

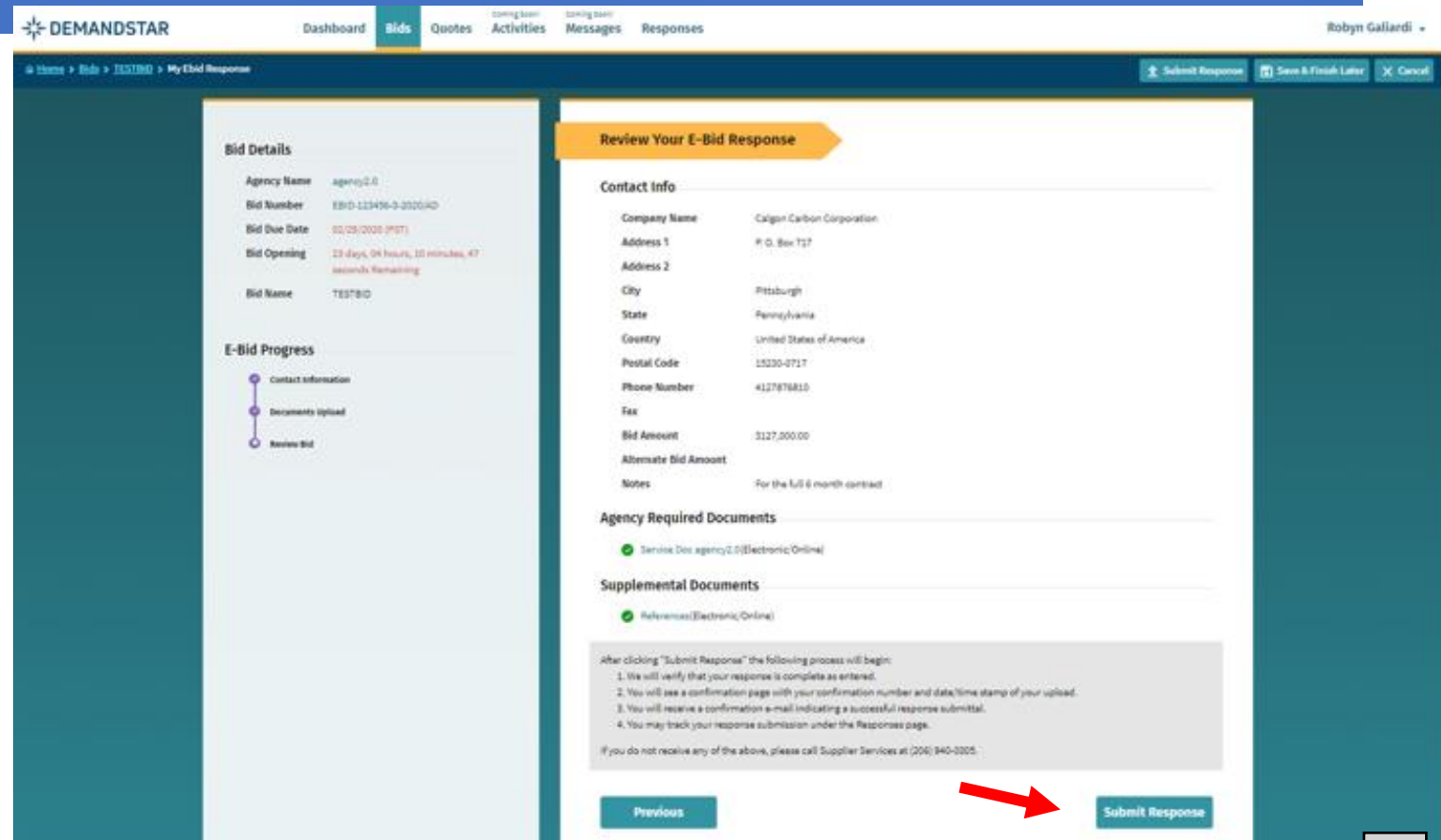
Document Title: Add Document

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	<input type="text" value="Online/Electronic"/> Choose a file	

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.





Levy County Board of County Commissioners
Procurement Department
310 School Street
P.O. Box 310
Bronson, FL 32621
Phone: 352-486-5218, Ext. 2

NEW/CURRENT VENDOR INFORMATION SHEET

PLEASE TYPE OR PRINT CLEARLY

Date Submitted: _____

Full Legal or Parent Company Name: _____

Additional Company Name or "Doing Business As": _____

Physical Address of Business: _____

Mailing Address: _____

County: _____

Tax I.D. Number: _____ Or SSN: _____

Contact Information

Contact Name: _____ Title: _____

Company Phone: _____ Cell Phone: _____

Email Address: _____

Are you or any other officer, owner, member, etc. currently employed by Levy County? Yes No

If yes, please provide the following information:

Full Name: _____ County Department/Position: _____

Signature of Business Owner: _____

Print Name of Business Owner: _____

Products/Services Provided

Please indicate all products, materials, and/or services that your company can legally provide (i.e. electrician services, plumbing supplies, mowing services, small engine parts, engine repairs, etc.)

PRODUCTS/PARTS/MATERIALS

SERVICES

All vendors are required to be properly licensed with a current active licenses in Levy County and/or with the State of Florida, as required by law.

Current Licenses Attached: Yes No

W9 Attached: Yes No

Licenses may be faxed to (352) 486-5167 or emailed to Ali Tretheway at Tretheway-ali@levycounty.org.

No guarantee is expressed or implied that any commodities/services will be purchased as a result of the submittal of this registration.

VENDOR INFORMATION SHEET

DATE: _____

COMPANY NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

TOLL FREE NUMBER: _____

EMAIL: _____

FEID NUMBER: _____ OR SSN: _____

CONTACT PERSON: _____

TITLE: _____

CONTACT NUMBER: _____



The information requested above is necessary to update our files or to add your name to the County's vendor list. You are a vital part of the operation of Levy County and we want to thank you for your support. The information on this form will allow us to pay you for the goods and/or services we have received in a timely manner and give us the ability to contact the necessary person in case there is a problem or question in processing.

Request for Taxpayer Identification Number and Certification

Item 1.

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. 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: 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 not 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. <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.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

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

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

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. 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.

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, later.*