

7790 Sears Blvd ◆ P.O. Box 15151
Pensacola, FL 32514
(850) 474-1784 ◆ Fax (850) 477-2458
1(800) 322-4853 ◆ mhowell@gulficesystems.com
www.GULFICESYSTEMS.com

# Personal Guarantee & Credit Application

## **MEMORANDUM**

**To:** All Prospective Customers Requesting Credit

**From:** Tonya Peeler, Vice-President

**Subject:** Personal Guarantee & Credit Application

**Date:** January 1, 2008

We are pleased that you would like to open an account with Gulf Ice Systems, Inc. Attached you will find an application for credit with our company. When we receive your completed application, we will process it as quickly as possible. Your company will receive a fax notification of all your account particulars when the account has been finalized and approved.

To process your application in a timely manner and avoid delays in setting up your prospective account, you must complete all blanks, indicate credit requested, initial *PAGE 1* of the Personal Guarantee, fill out and sign *PAGE 2* of the Personal Guarantee and return all parts of the application by mail. To expedite the processing, you may fax back the completed application; however, the original must be on file in our office before purchases can be made. Please mail completed original credit application documents so it can be held on record in your file. **(The electronic version allows edit of form fields)** 

In order that your application for credit be approved, **the Personal Guarantee** <u>MUST</u> **be signed by an owner or officer of the business requesting credit**. If the application is not completed and the guarantee not signed, your credit line cannot be established.

Thank you again for your interest in doing business with Gulf Ice Systems, Inc.

Gulf ICE Systems, Inc.



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# Eredit Application

DATE	

Company Name			Telephone #	
Address			Fax #	
City, State ZIP			Initial Order \$	
Type of Business			Contact Name	
Tax Status	Taxable	Resale	Contact Name	

Co	orporation	F	Partner	ship	Proprietor	ship	<b>♥</b> Required Credit Line		
	If Partnership or Proprietorship were checked, please fill in the following requested information below : ♥								
#	Name of Princip	pals	Resider	ntial Street Add	lress	City, State	ZIP	Social Security # / Date of Birth	
1									
2									
3									
Ra	ated in D&B		Yes	No	D-U-N-S	#			

BANK REFERENCE						
Bank Name	Bank Name Telephone No.					
Address		Officer				

	TRADE REFERENCES						
#	Phone (Include Area Code)						
1							
2							
3							
4							

Comments



**PAYMENT TERMS: NET 30 DAYS** 





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Re	<b>)</b> :			

The above prospective customer has given your bank as a credit reference. Will you kindly supply the information listed below? All information furnished will be considered strictly confidential.

Thank you.

Years of Experience	
Amount of Balance	
Loans Outstanding	
<b>Obligations Met Promptly</b>	
Checks Always Clear	
Worthy of Credit To	
Remarks:	
	Cin a analy

Sincerely,

Gulf Ice Systems, Inc.

In order for bank to release credit information, customer signature and account number is required. (Please sign and fill out information below)

Signature	Title			
Bank Acct#		Date		
Bank Name				
Bank Address				



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# Terms and Conditions of Sale

- 1 Title to the merchandise shall remain with the vendor until the invoice is paid in full. In the event that an invoice is not fully paid within 60 days from date of delivery of the merchandise, vendor has the right to and may enter any premises where the merchandise may then be and re-take same either with or without legal process but without breach of the peace.
  - Not-withstanding the fact that title to the merchandise remains in vendor until the invoice is fully paid, risk of loss or damage to the merchandise passes to the buyer at the time that delivery of said merchandise is made to a carrier at manufacturer's shipping point or is placed upon vendor's trucks for delivery to customer.
- All claims for damages, errors, or shortages in the merchandise delivered shall be sent to vendor in writing within 48 hours from delivery of the merchandise. Failure to send such claim within said period shall constitute an acceptance of the merchandise as complying with any and all terms and conditions covering the sale of same.
- 3 Terms of sale are NET 30 unless otherwise noted. All past due accounts are subject to a finance charge of 1-1/2 % per month, 18% per annum or the maximum amount permitted under State and Federal laws.
- 4 In the event that an invoice is not paid within the time mentioned above (part 3) and vendor engages an attorney to enforce collection of the invoice then, and in that event, the customer agrees to pay all expenses and costs of litigation including court costs and reasonable attorney fees. Customer further agrees that it/he may be sued in a court of competent jurisdiction.
- With respect to equipment not manufactured by the vendor, the warranty obligations of vendor shall in all respects conform and be limited to the warranty actually extended to vendor by its supplier.

The forgoing warranties are exclusive and in lieu of all other express and implied warranties whatsoever including but not limited to implied warranties of merchantability and fitness for a particular purpose (except warranties of title).

The vendor shall not be subject to any other obligations or liabilities whatsoever with respect to equipment manufactured by the vendor or its suppliers or services rendered by the vendor.

I have read and understand the Terms and Conditions of sale as presented above.

→ Please initial →



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# Terms and Conditions - Personal Guarantee

The undersigned, individually, and as an authorized agent for the applicant, affirms that all information given herein is true, complete and correct. Any credit extended shall be in accordance with the terms and conditions printed in this application. Applicant and the agent accept said terms and conditions and agree to be bound by same, which shall remain in full force and effect until canceled by the undersigned or the applicant by letter sent to the creditor by certified mail, return receipt requested.

The laws of the State of Florida shall be applicable, to all disputes arising under this credit application or as a result of any extensions of credit by the creditor to the applicant.

In the event the creditor must retain the services of an attorney to effect the collection of any monies owed, the undersigned and the applicant agree to pay all costs incurred, including reasonable attorney fees, whether suit be brought or not. We waive our privilege of being sued in the county of our residence and agree that suit may be brought in Escambia County, Florida.

THE UNDERSIGNED HEREBY AGREES TO BE PERSONALLY LIABLE FOR ALL DEBTS INCURRED BY THE APPLICANT PURSUANT TO THIS APPLICATION FOR CREDIT.

THE UNDERSIGNED AND THE APPLICANT HEREBY WAIVE THE RIGHT TO TRIAL BY JURY IN ANY LITIGATION ARISING FROM THE EXTENSION OF CREDIT PURSUANT TO THIS APPLICATION FOR CREDIT.

The undersigned agrees to keep the information contained in the application current and to immediately notify the creditor of all changes.

	Company Name							
BY								
	Authorized Signature	(Owner or Officer)						
BY								
	Individually (Print Signers Name)							
BY								
	Your Title / Function							
	Date							

NOTE: All the above must be filled in and dated so that your credit can be processed ....



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# Florida Sales & Use Tax Certificate

Dear Customer or Perspective Customer,

The sales and use tax laws place responsibility upon the seller to collect tax from all purchasers unless specifically exempt; therefore, we are required to have a copy of the "Current Year" Annual Resale Certificate on file for all customers requesting sales tax exemption. As of January 1, 2000, The Florida Department of Revenue will be renewing all taxpayer resale certificates on an annual basis; therefore, we will require all customers to update their Resale Certificate annually for your account to remain tax exempt.

Please send a copy of your "Current Year" Annual Resale Certificate found in your DR-15 Monthly sales and Use Tax Return Coupon Book to register your account as tax exempt.

(Example)



**DR-13** N. 01/00

THIS CERTIFICATE EXPIRES ON DECEMBER 31, 2000.

Business Name and Location Address

Registration Effective Date

Certificate Number



This is to certify that all tangible personal property purchased or rented, real property rented, or services purchased after the above Registration Effective Date by the above business are being purchased or rented for one of the following purposes:

- sale as tangible personal property. -rental as tangible personal property.

- oration into and sale as part of the repair of tangible personal property by a repair dealer,

This certificate cannot be reassigned or transferred. This certificate can only be used by the active dealer or its authorized employees. Misuse of this Annual Resale Certificate will subject the user to penalties as provided by law.

Presented to:			Presented by:		1
	(kneart name of safer on photocopy)	(cinte)	ricusticas by.	Authorized Signature (Purchaser)	(date)



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Please find attached, Form W-9 (Request for Taxpayer Identification Number and Certification)

# Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

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

e 2.	Name (as shown on your income tax return)				
on page	Business name, if different from above				
Print or type Specific Instructions	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=pa ☐ Other (see instructions) ►	urtnership) ▶	Exempt payee		
Print ic Inst	Address (number, street, and apt. or suite no.)	Requester's name and a	ddress (optional)		
Specif	City, state, and ZIP code				
See	List account number(s) here (optional)				
Part	Taxpayer Identification Number (TIN)				
backu	your TIN in the appropriate box. The TIN provided must match the name given on Line 1 p withholding. For individuals, this is your social security number (SSN). However, for a re sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entity	sident	ity number		
	employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> o		or		
	If the account is in more than one name, see the chart on page 4 for guidelines on whose er to enter.	Employer id	entification number		
Part	II Certification		·		

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

provide your correct TIN. See the instructions on page 4.				
Sign Here	Signature of U.S. person ▶	Date ▶		

### **General Instructions**

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

### **Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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

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

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

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

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

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

• The U.S. owner of a disregarded entity and not the entity,

Form W-9 (Rev. 10-2007) Page **2** 

• The U.S. grantor or other owner of a grantor trust and not the trust, and

• The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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

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

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

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

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

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

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

## Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester,
- 2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
- 3. The IRS tells the requester that you furnished an incorrect TIN,

- 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see Special rules for partnerships on page 1.

#### **Penalties**

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

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

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

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

### **Specific Instructions**

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

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

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### **Exempt Payee**

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Form W-9 (Rev. 10-2007) Page **3** 

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

- 1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
- 2. The United States or any of its agencies or instrumentalities,
- 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
- 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
- 5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

- 6. A corporation,
- 7. A foreign central bank of issue,
- 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
- 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  - 10. A real estate investment trust,
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
- 12. A common trust fund operated by a bank under section 584(a),
  - 13. A financial institution,
- 14. A middleman known in the investment community as a nominee or custodian, or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for	THEN the payment is exempt for
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

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

# Part I. Taxpayer Identification Number (TIN)

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

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

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at <a href="https://www.ssa.gov">www.ssa.gov</a>. 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 <a href="https://www.irs.gov/businesses">www.irs.gov/businesses</a> 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 <a href="https://www.irs.gov">www.irs.gov</a> or by calling 1-800-TAX-FORM (1-800-829-3676).

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

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

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

### Part II. Certification

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

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

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

- 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.

Form W-9 (Rev. 10-2007) Page **4** 

- **3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- **4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

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

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.

**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, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

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

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

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

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

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

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

Visit the IRS website at www.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 who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

<sup>&</sup>lt;sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>&</sup>lt;sup>3</sup>You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>&</sup>lt;sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.