



**Strengthening Historically Black Colleges and Universities Program
Title III at Cheyney University**

**PROFESSIONAL DEVELOPMENT
REQUEST GUIDELINES**

October 1, 2019 – September 30, 2020

Title III Part B

- Activity 1 Institutional Effectiveness**
- Activity 2 Academic Quality and Excellence**
- Activity 3 Strengthening the Office of Development**
- Activity 4 Nurturing Human Capital**
- Activity 5 Program Administration and Institutional
Fiscal Management**

Title III SAFRA (Student Aid and Fiscal Responsibility Act of 2009)

- Activity 1 Student Writing Center**
- Activity 2 Center for Workforce and Human Capital Dev.**
- Activity 3 Student WellBeing**
- Activity 4 Program Administration and Institutional
Fiscal Management**

Professional Development Funding Request and Approval Process and Instructions

Title III funds have been designated for faculty and staff professional development in the areas of technology and discipline specific training for faculty. These funds are awarded to full time tenured tract faculty and full time permanent staff. New employees must have completed the probationary period prior to requesting professional development funds. All requests must comply with the Title III program guidelines. Maximum allocation per person per grant year is **\$1,700 contingent upon availability of funds**. Instructional Technology trainings will be given first priority. Training must support current job functions. **Professional Development funds may not be used in accordance with the following:**

- ✓ To attend a meeting where no workshops are offered.
- ✓ To deliver a paper, participate on/facilitate a panel discussion or make a presentation
- ✓ Student Travel
- ✓ Foreign Travel outside the contiguous US

PLEASE NOTE: EMPLOYEES SHOULD NOT INCUR ANY EXPENSES PRIOR TO APPROVAL OF THEIR PROFESSIONAL DEVELOPMENT REQUEST IN ACCORDANCE WITH THE FOLLOWING STEPS:

Step 1: The request must be submitted to the Program Administration and Fiscal Management office no less than **15 working days prior** to the training event. Faculty and staff members requesting professional development funds should complete the application for Title III Professional Development funds (Attachment A) and a University Travel Approval Request Form (Attachment B) and forward to their immediate supervisor for signature. All faculty travel must be submitted to the Dean of Faculty for approval. Supporting documentation including descriptions of workshops, registration fees, conference agenda, etc., **must** be attached. The Direct Payment Form should be completed (Attachment C) if advance payment for registration fees is being requested.

Mileage reimbursement is always computed from the shortest distance. The University main campus location should be used unless travel distance from the employee's residence is shorter. Mileage reimbursement for travel is limited to 180 miles round trip. For in-state travel when the mileage exceeds 180 miles, rental car fees for an economy car (least expensive offered) will be reimbursed. The employee must use the University designated and approved rental car vendor. Expenditures deemed excessive will not be reimbursed.

Cancellation of travel and associated fees will become the responsibility of the employee should refund of said fees not be possible.

Step 2: If approved by the immediate supervisor or the Dean of Faculty, submit the request to the Title III Program Director for compliance review, approval, and signature. The Title III Program Office will forward the approved packet to the President for final approval and signature. Finally, the completed forms will be sent to the budget office. Requests that are not approved will be returned to the requester by the Title III Program Coordination Office with an explanation.

Step 3: The Title III Program Administration and Fiscal Management office (extension 2057) will notify requester by email when the request is approved.

Step 4: Within **15** business days after returning from the professional development activity, a travel expense voucher (Attachment D) and travel summary report (Attachment E) must be submitted directly to the Title III Program Office. Travel expense documentation and receipts that are not

submitted timely, cannot be processed. **ORIGINAL itemized dated receipts displaying the vendor's name for all expenditures, REGARDLESS OF THE AMOUNT, must** be submitted. Please note receipts for meals will be accepted for the approved traveler only. When colleagues travel together, each employee must submit his/her own expenses for reimbursement. Alcoholic beverages, tours, books, magazines, special events, etc. are not reimbursable. All documents are to be submitted to the Program Coordination Office located in the Harris Turner Building Annex, room 15. After review and approval, the traveler expense vouchers with the original receipts are forwarded to the budget office for final review and reimbursement to the traveler when indicated.

PROCUREMENT/Service Purchase Contracts (SPC)

When requesting funding for an on campus professional development group training for faculty or staff, the University Procurement Policy should be reviewed and the following procedures are to be followed:

Step 1: Obtain a written Scope of Work from the identified trainer which includes, dates of service, specific services to be provided, target audience to be trained, training objectives and expected outcomes, training assessment.

Step 2: Obtain a signed W-9 from the vendor.

Step 3: Complete a requisition.

Step 4: Submit all of the above to the Title III Program Coordination Office. The activity coordinator is responsible for attaching all required back-up documentation to the requisition in SAP and for forwarding the requisition number to the budget office.

Step 5: Once approved and fully released, the trainer will receive a Service Purchase Contract (SPC) to sign and return to the University.

Step 6: Upon receipt of the signed SPC from the trainer, the trainer will be issued a Notice To Proceed.

Step 7: Trainers cannot come to campus without a fully executed SPC and Notice To Proceed.

Step 8: An invoice must be provided from the vendor to generate payment.

OMITTING ANY OF THESE STEPS OR NOT FOLLOWING THE OUTLINED ORDER WILL DELAY THE PROCESSING OF YOUR REQUEST. ANY QUESTIONS SHOULD BE DIRECTED TO THE TITLE III PROGRAM COORDINATION OFFICE AT EXTENSION 2057.

ATTACHMENT A

**CHEYNEY UNIVERSITY
PROFESSIONAL DEVELOPMENT APPLICATION FOR TITLE
III FUNDS**

Applications **MUST** be received by the Title III Program Coordination Office
15 working days PRIOR to the date of training.

Purpose: Title III funds have been designated for tenured track faculty and permanent full-time staff professional development in the area of technology or discipline specific training for faculty and job function enhancement for staff. All requests must comply with the Title III program guidelines. Professional Development funds may not be used to deliver a paper, participate/facilitate as part of a panel discussion or to attend a meeting where no workshop will be offered. Maximum allocation per person, per grant year is \$1,700 contingent upon availability of funds.

Procedure: Complete this form in total and submit with the Travel Approval Request form. Attach supporting documentation for the total funds requested. Include a copy of the conference announcement highlighting sessions that you will attend. Please ensure that this activity addresses the above stated purpose. Statement of impact must be attached with this request.

Your acceptance of Title III professional development funds obligates you to submit a travel expense voucher and a report directly to the Title III Program Coordination Office on the training that you attended. Your signature below is your acceptance of the requirement to submit a report to the Title III Program Coordination Office within 15 days of your return. Failure to do so will require that you reimburse the account all funds that were provided to you. ITEMIZED RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES REGARDLESS OF THE AMOUNT. All expenditures must be reasonable and allowable. Expenditures deemed excessive will not be reimbursed.

Name: _____ Department: _____

Title of Training/Conference/Seminar: _____

Location: _____ Date(s): _____

Faculty/Staff Member's Signature _____
Date

Dean of Faculty's Signature (FACULTY ONLY) _____ _____ _____
Approve Disapprove Date

OR

Immediate Supervisor's Signature (STAFF ONLY)

Title III Program Director's Signature _____ _____ _____
Approve Disapprove Date

President's Signature _____ _____ _____
Approve Disapprove Date

ATTACHMENT B

Travel Approval Authorization Form

TRAVEL APPROVAL AUTHORIZATION FORM

CHEYNEY UNIVERSITY OF PENNSYLVANIA

Submit at LEAST fifteen (15) days in advance of travel. This form is to be used for ALL requested travel.

Name of Traveler: _____ Date _____

Residence Address: _____
 City, State, Zip: _____

Campus Department: _____ Extension: _____

Purpose of Travel: _____

Date/Time of Departure: _____
 Date/Time of Return: _____ Destination: _____

* If traveling **more than 180 miles round-trip**, you need to rent a car with Enterprise or use a State vehicle.

Estimated Cost	SAP Cost Center {10 Digits} or WBS Element {12 Digits}	Amount
Plane		
Bus/Train		
State Car/Van		
Personal Car* _____ (miles)		
Lodging [^]		
Meals		
Conference Fees		
Other		

_____ Yes [^] My lodging rate is below the GSA rate (www.gsa.gov). If not, attach supporting documentation. Any lodging rate above the GSA rate, could result in the employee's responsibility.
 _____ No

Total Approved Cost: _____

Please read thoroughly before traveling to FULLY understand PASSHE's travel regulations:
http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201986-07-A.pdf

Traveler Signature: _____ Date: _____
 Employee is responsible for the difference between authorized cash advance allowance and approved actual expenditure.

Supervisor: _____ Date: _____
 Grant Manager: _____ Date: _____
 Accounting: _____ Date: _____
 Finance and Admin: _____ Date: _____

(Restricted Funds Use requires approval of the Grant/Restricted Funds Manager)

ATTACHMENT C
Direct Payment Form

DIRECT PAYMENT FORM

Internal Office Use: Vendor # _____ Document # _____
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*This form is used to authorize payment to a company or individual when a requisition/purchase order is not required. **Original** itemized receipt (s) and/or invoice (s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to the Accounts Payable Office. Incomplete forms will be returned.*

Date: _____

This Payment Request is for:

- _____ Registration – Conference/Event
- _____ Reimbursement to Employee/Student (Excluding Travel)
- _____ Subscription/Periodical
- _____ Honorarium (may not exceed \$100)

- _____ Other
- _____ Membership
- _____ Lodging (Conf # _____)
- _____ Award to Student (may not exceed \$100)

Payee Information	Payment Information
Name: _____	Check Total Amount _____
Address: _____	Date Check Needed: _____
City: _____	<input type="checkbox"/> US Mail <input type="checkbox"/> Campus Mail Dept _____
State _____ Zip Code: _____	<input type="checkbox"/> Mail attached with Check (Must provide 2 copies: (file copy/mail copy))
<input type="checkbox"/> Completed/signed W-9 form <i>W-9 is required when compensation is remitted to individuals who provide services to CU, but are not employees.</i>	

Accounting*				
	Description	SAP Cost Center/WBS	SAP GL Account	Amount
1				
2				
3				
4				
Total				0

Justification of Request – Describe who, what, why, when, where
Any request for reimbursement must include an itemized receipt for the item(s) purchased. For reimbursements of food expense, include the reason (tie to University function/mission), the persons attending (CU and non – CU), and attach itemized receipts from the restaurant. Any request without required documentation will be returned.

Approval

Requestor:	_____	_____	_____	_____
	(Print Name)	(Signature)	(Date)	(Phone#)
Supervisor:	_____	_____	_____	
	(Print Name)	(Signature)	(Date)	
Grant Manager:	_____	_____	_____	
	(Print Name)	(Signature)	(Date)	
Accounting:	_____	_____	_____	
	(Print Name)	(Signature)	(Date)	
Finance & Admin:	_____	_____	_____	
	(Print Name)	(Signature)	(Date)	

ATTACHMENT D
Travel Expense Voucher

TRAVEL EXPENSE VOUCHER

CHEYNEY UNIVERSITY OF PENNSYLVANIA

Please include GoogleMaps for your mileage reimbursements. ALL forms must be submitted within 15 days from travel. Itemized original receipts MUST accompany form.

NAME:				SAP Cost Center or WBS Element			
RESIDENCE STREET ADDRESS:		CITY, STATE, ZIP CODE:		CELL PHONE:	HOME PHONE:	SAP G/L Account	
DELIVER CHECK TO: HOME OFFICE OTHER (Identify)				DEPARTMENT NAME & LOCATION:		AMOUNT ==>	\$ -

LOCATIONS ==>	FROM=>	TO=>									
	DATE:	SUN	MON	TUE	WED	THR	FRI	SAT	TOTAL	LESS ADVANCE	NET SUBTOTAL
DEPARTURE/ARRIVAL TIME:											

TRANSPORTATION COSTS											
AIRPLANE FARE										\$ -	\$0.00
RAILROAD FARE										\$ -	\$0.00
PUBLIC GROUND FARE										\$ -	\$0.00
PRIVATE AUTO MILEAGE										RATE: 0.58	\$0.00
RENTAL VEHICLE COSTS										\$ -	\$0.00
TOLLS										\$ -	\$0.00
PARKING										\$ -	\$0.00

LODGING & MEAL COSTS											
HOTEL / MOTEL ROOM										\$ -	\$0.00
BREAKFAST										\$ -	\$0.00
LUNCH										\$ -	\$0.00
DINNER										\$ -	\$0.00

OTHER EXPENSES											
REGISTRATION FEES										\$ -	\$0.00
BUSINESS PHONE CHARGES										\$ -	\$0.00
OTHER (Supply Details Below)										\$ -	\$0.00
											\$0.00
											\$0.00

PURPOSE OF TRAVEL										Total Cost	Total Advance	Net Total
										\$ -	0	\$ -
IMPORTANT NOTE: ATTACH ALL RECEIPTS TO THIS FORM TO AVOID PROCESSING DELAYS.												

I certify that the statements and expenses claimed are correct, reasonable and were incurred in the performance of University duties and that I have not and will not accept reimbursement of any of these expenses from any other source. I further certify that if my personal automobile was used for University business during the period of travel claimed, insurance coverage was in effect to comply with the Pennsylvania Motor Vehicle Responsibility Law (Act 1984-11).

NET due Traveler: \$ -

NET due University: _____

_____ Traveler Signature/Date	_____ Supervisor Signature/Date	_____ Grant Manager Signature/Date
_____ Accounting Signature/Date	_____ Finance and Admin. Signature/Date	_____ Internal Use: Travel Approval Form: Original Itemized Receipt (s) If grant funds, Grant Manager approval

ATTACHMENT E

CHEYNEY UNIVERSITY OF PENNSYLVANIA

TITLE III PROFESSIONAL DEVELOPMENT
POST TRAINING REPORT SUMMARY

Please print or type all responses

This form must be completed and returned to the Title III Program Administration and Fiscal Management office within fifteen (15) business days after the completion of a professional development activity.

Faculty/Staff Person's Name: _____

Department or Area: _____

Dates of Training: _____

Title of Workshop, Class: _____

Major topics: _____

Using separate sheets please use as many additional sheets as needed to respond to the following questions. **PLEASE ANSWER ALL QUESTIONS.**

1. What professional benefits were attained by attending this training? (i.e., continuing education credits, certification.)
2. How will the knowledge gained be used to enhance Cheyney University? (i.e., improved teaching, program assessments, job skills, student retention, etc.)
3. How have you or will you share this training with your colleagues at Cheyney?

Signatures:

Faculty/Staff Person: _____ Date: _____

Title III Director: _____ Date: _____

cc: Dean of Faculty _____ Date Distributed: _____

Request for Taxpayer Identification Number and Certification

**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.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>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.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>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.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

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

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

Social security number											
				-			-				
or											
Employer identification number											
							-				

Part II Certification

Under penalties of perjury, I certify that:

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

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

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-DIV (dividends or distributions)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

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

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 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. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

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

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

3. Real estate transactions.

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

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

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

What Name and Number To Give the Requester

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

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

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

Protect yourself from suspicious emails or phishing schemes.

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. 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 report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

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