Sealed bids will be received at the

PEORIA PARK DISTRICT
Administrative Office
1125 W. Lake Avenue
Peoria, IL  61614

until 1:30 P.M., Tuesday, February 25, 2014

for furnishing the supplies described herein.

Aquatic Climbing Wall
Material Only

Return this copy as your bid.
Submitted by:

Do Not Detach.

__________________________
Company Name
ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Peoria Park District, Peoria, Illinois, hereinafter known as the Owner, for the following equipment:

AQUATIC CLIMBING WALL
MATERIAL ONLY

It is the intent of the Owner to receive Sealed Bids for the equipment listed above.

Sealed Bids will be received until 1:30 P.M., Tuesday, February 25, 2014, prevailing time, by the Owner, at the Peoria Park District Administrative Office, 1125 W. Lake Avenue, Peoria, Illinois, 61614. (The Board Room clock shall be the official time keeping device in respect to the bid submission deadline.)

An electronic file including Bid Documents, is available at www.peoriaparks-planning.org at no charge. Plans, Specifications and Interpretations for this project may be examined and/or obtained at the Planning, Design & Construction Department, Bradley Park Equipment Service, 1314 N. Park Road, Peoria, IL 61604. Telephone (309) 686-3386. A non-refundable plan deposit of $10.00 will be charged for each printed set of Proposal Documents.

Information about this project will be available up to twenty-four (24) hours prior to the scheduled bid opening time. After that deadline, no information pertaining to the project will be given.

The Peoria Park District reserves the right to reject any or all bids, waive technical deficiencies, informalities or irregularities or re-bid.

PLEASURE DRIVEWAY AND PARK DISTRICT
OF PEORIA, ILLINOIS

BY: TIMOTHY J. CASSIDY, President

BY: V. JOYCE MCLEMORE, Secretary
INSTRUCTIONS TO BIDDERS

ACCEPTANCE OF BIDS: The Board of Trustees of the Peoria Park District reserves the right to reject any or all bids, to waive any technicalities thereof, or reject any portion of a bid which does not meet specifications or, in its opinion, is not in the best interest of the Park District.

BID AMOUNT: The Board of Trustees of the Peoria Park District reserves the right to award an order, or orders, as it sees fit by selecting the lowest individual bid on each article to the lowest responsible qualified bidder. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirement of the Park District and the delivery terms will be taken into consideration in making the award.

CLOSING TIME: The bid closing time will be based on Central Standard time or Central Daylight time, whichever is in effect on the date the bid is due. No bid will be opened after the closing time specified in the bid proposal.

PRICES QUOTED: Prices bid will be understood as firm unless otherwise qualified by a bidder. Each bidder must bid unit prices and extend totals. In case of an error in extension, the unit prices shall govern. All prices must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the bid or his/her authorized representative. The prices quoted must be total prices, including such costs (when they apply) as packaging, transportation, placement in certain locations, and assembly, if any. No separate charges except those clearly recorded on this proposal sheet will be allowed.

TAXES: The Peoria Park District is exempt from most federal, state and local taxes. A certificate of exemption will be furnished upon request.

PAYMENT AND CASH DISCOUNT: Standard terms are net 45 days. However, the Park District may take advantage of any cash discount offered in this bid for prompt payment. Discount terms will be considered in determining the low bidder.

MATERIALS DELIVERIES: Deliveries will be accepted between 8:00 a.m. and 3:00 p.m. Monday through Friday. Delivery of material shall be to Bradley Park, Equipment Service Center, 1314 N. Park Rd., Peoria, IL 61604.

CANCELLATION: The Park District reserves the right to cancel all or part of any contract if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The contractor will not be liable to perform if situations arise by reasons of strikes, acts of god or the public enemy, acts of the Park District, fires or floods.

SIGNATURES: The bidder with his/her legal signature must sign each bid. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it in the matter. All signatures must be ink and legible.

WORK FORCE PROFILE, EEO CERTIFICATION AND SEXUAL HARASSMENT POLICY: These three items must accompany your bid. Failure to include any of these items may result in disqualification.

CONTRACTOR CERTIFICATIONS: Bidder must complete and sign at least one of the two Contractor Certification forms included in this package. Failure to do so will disqualify your bid or proposal.

DRUG-FREE WORKPLACE CERTIFICATION, CERTIFICATION OF SAFETY COMPLIANCE AND SUBSTANCE ABUSE PREVENTION POLICY: Bidder must complete and sign the form included in this package. Failure to do so will disqualify your bid or proposal. Copies of the Illinois Drug Free Workplace Act of 1991 will be provided upon request.
**W-9 FORM:** Bidder must complete and sign the W-9 Form in this package.

**SPECIAL CONDITIONS:** Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Bidders”.

**MAILING OF BIDS:** All bid proposals are to be mailed or delivered to the Peoria Park District Administrative Office, 1125 W. Lake, Peoria, IL  61614.  The Park District assumes no responsibility for prompt and timely delivery of U.S. mail.

**QUESTIONS:** All questions or inquiries concerning this bid shall be directed to the Peoria Park District’s Planning, Design & Construction Division, Attn:  Mary Harden at 309-686-3386 or mharden@peoriaparks.org.
BID FORM
PEORIA PARK DISTRICT
AQUATIC CLIMBING WALL

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
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<tbody>
<tr>
<td>BID: Aquatic Climbing Wall Per Specifications</td>
<td></td>
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<tr>
<td>Add Alternate #1: Supply flush anchors in lieu of standard anchors</td>
<td></td>
</tr>
</tbody>
</table>

THE UNDERSIGNED CERTIFIES THAT THIS BID IS IN ACCORDANCE WITH PEORIA PARK DISTRICT SPECIFICATIONS.

____________________________________________________________________
____________________________________________________________________

BID SUBMITTED BY:

__________________________________________

Company Name

Address

Telephone Number

Signature

City

State

Zip

Fax Number

Signature

Title

Date
PART 1: GENERAL

1.01 SUMMARY

A. The following are minimum requirements for the aquatic climbing wall.

B. This bid is for the material and delivery only for an aquatic climbing wall for the Peoria Park District. Park District crews will be responsible for the installation of the wall. This specification is based on Aqua Climb Classic-Ascent Model 4H x 3W.

1.02 SUBMITTALS

A. Manufacturer MUST submit stamped engineered drawings by a pre-approved engineer with the Illinois Department of Public Health that will be used by the Park District to acquire necessary permit. Stamped drawings must be delivered within ten days of the Notice of Award.

B. Shop drawings

1. Provide shop drawings showing layout of all equipment, including dimensions, as well as obstruction free zones and clearances necessary.

2. Provide installation manual including a listing for all items necessary for successful installation of this system.

3. Furnish O & M Manuals with equipment information, maintenance schedules and parts information for each component.

1.03 QUALIFICATIONS

A. All aquatic climbing material required must be supplied by a single aquatic climber manufacturer.

B. The Manufacturer must currently be in the business of supplying aquatic climbers of similar size and complexity. Manufacturer shall provide written documentation of supplying aquatic climbing systems for a minimum of five (5) years and shall have previously supplied aquatic climbing system design, drawing and equipment, similar in size and complexity to this project in the State of Illinois.

C. All materials shall be new and shall conform to applicable standards in every case where such standards have been established.

1.04 WARRANTY

A. Manufacturer shall provide a lifetime warranty (non-transferrable) for the frame structure. Fiberglass climbing panels shall have a five (5) year warranty and clear safety panel shall have a two (2) year warranty.

PART 2: PRODUCTS

2.01 GENERAL

A. Provide all equipment as specified according to this document. All substitutions must be submitted by Manufacturer no later than seven (7) days before bid deadline.
2.02 AQUATIC CLIMBING WALL MANUFACTURER

A. Company:
   Aqua Climb
   P.O. Box 530
   Frederick, MO 21705
   800-956-6692
   www.aquaclimb.com
   or
   Approved Equal

B. All aquatic climbing wall equipment required by the specification shall be supplied by a single manufacturer.

2.03 SYSTEM DESCRIPTION

A. Deck-mounted artificial aquatic climbing wall with fully modular 3-D – contoured fiberglass panel system, designed to withstand chlorinated environments.

2.04 MATERIAL SPECIFICATIONS

A. Base

1. The aquatic climbing wall base shall be fabricated from 1-1/2” square tube with 0.120” wall thickness, grade 304 stainless steel with an epoxy texture powder coating, chemically resistant-developed for coating buried-in-ground pool components. The maximum footprint of the base will be 32” from the pool wall onto the deck for wall heights designated as 4H.

B. Frame

1. The aquatic climbing wall frame shall be fabricated of 1-1/2” square tube with 0.064” wall thickness, grade 304 stainless steel with an epoxy texture powder coating, chemically resistant-developed for coating buried-in-ground pool components. The main frame shall be vertical for the bottom 39” before extending at a 12 degree angle over the water for the remaining climbing area. The frame will then be vertical for a minimum of 25” at the top for the safety panel area. The bottom climbing panel(s) of the main frame shall be partially submerged and drops below the deck level by approximately 29”. The main frame with panels attached extends approximately 3-1/4” to 3-1/2” from the pool wall (no aquatic climbing wall materials may touch pool wall). The maximum gap between the pool and the backside of the AquaClimb frame must be no greater than 1-1/4”. Total width of each base section is approximately 40”. Three sections will be attached together to form this 3W wall.

C. Panels

1. Fully modular 1 meter x 1 meter (approx 39.9” x 39.3”) climbing panels constructed of high quality fiberglass with reinforcing polyester resin and protective additives formed in hand-sculpted molds featuring various 3D climbing contours, gently textured for a non-abrasive, non-slip surface. Panel colors will be chosen by Owner’s Representative from Manufacturer’s full range.

2. Top safety panel(s) are ½” thick clear polycarbonate plastic, bevel cut and polished on all edges. All panels are able to withstand UV and chlorinated environments.
D. Hold

1. Climbing holds are non-abrasive polyester resin with UV inhibitors in aquatic colors. Hand holds are modular and can be rotated and/or moved to predrilled locations.

E. Anchors

1. Anchor system includes four 5/8”D x 6”L stainless steel mechanical wedge anchors per base section with a safe working load of 2075 lbs/ea. Tightening torque is 90 lbs per anchor. Gutter image and dimensions will be available upon request.

2. Manufacturer must submit alternate cost to supply flush anchors as opposed to standard anchors.

F. Fasteners

1. Climbing panels and holds are attached by grade 18-8 stainless steel through-bolts countersunk flush to surface.

END OF SECTION 116700.1
PLEASE BE ADVISED!

Every party to a public contract and every party bidding on public contracts are required to have a written sexual harassment policy that contains:

(1) a definition of sexual harassment under state law;

(2) a description of sexual harassment utilizing examples;

(3) a formalized complaint procedure;

(4) a statement of victims rights;

(5) directions on how to contact the Illinois Department of Human Rights – **Illinois companies. Out-of-State companies must include directions on how to contact the enforcement agency within their state.** Companies that issue a standard policy for all business locations must prepare an addendum providing directions on how to contact the appropriate enforcement agency.

(6) a recitation that there cannot be any retaliation against employees who elect to file charges.

**Recommendation:** Your sexual harassment policy should be drafted in language easy to understand and any revisions should be reviewed by legal counsel. A copy of your policy should be posted in a prominent and accessible location to assure all employees will be notified of the company’s position.

**In order to conduct business with the THE PEORIA PARK DISTRICT, you must have a written sexual harassment policy that conforms to the new ACT.**

**FAILURE TO DO SO WILL DISQUALIFY YOU AS AN ELIGIBLE VENDOR!!!
Please be advised, effective July 1, 1993, Governor Jim Edgar established under Executive Order Number 7 (Public Act 87-1257) that every party to a public contract and every party bidding on a public contract within the State of Illinois must have a written policy statement prohibiting sexual harassment. The following model policy statement is a draft copy provided for use in formulating your company’s policy statement.

SEXUAL HARASSMENT POLICY STATEMENT

It is the responsibility of each individual employee to refrain from sexual harassment and it is the right of each individual employee to work in an environment free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decision(s) affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights act of 1964, as amended in 1991. One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

⇒ Verbal: Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statement about other employees, even outside of their presence, of a sexual nature.

⇒ Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.

⇒ Visual: Posters, signs, pin-ups, slogans of a sexual nature.

⇒ Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine; however, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man”, depending upon the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey”, “darling”, and “sweetheart” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:
“That’s an attractive dress you have on.”
⇒ “That’s an attractive dress. It really looks good on you.”
⇒ “That’s an attractive dress. You really fill it out well.”

The first statement appears to be simply a compliment. The last is most likely to be perceived as sexual harassment depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

**RESPONSIBILITY OF INDIVIDUAL EMPLOYEES**

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who harasses a fellow worker is, of course, liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company/organization policy or a collective bargaining agreement, as appropriate.

**RESPONSIBILITY OF SUPERVISORY PERSONNEL**

Each supervisor is responsible for maintaining a workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found companies/organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with a company/organization, such as a contractor, customer, sales representative, or repair person).

Liability is based either on a company/organization’s responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the company/organization. As such, supervisors must act quickly and responsibly, not only to minimize their own liability, but also to that of the company/organization.

**RESOLUTION OUTSIDE THE COMPANY/ORGANIZATION**

It is hoped that most sexual harassment complaints and incidents can be resolved within a company/organization. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with EEOC must be filed within 300 days.

An employee who is suddenly transferred to a lower paying job or passed for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due 180 days (IDHR) or 300 days (EEOC) from the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

**FALSE AND FRIVOLOUS COMPLAINTS**

False and frivolous charges refer to cases where the accuser is using a sexual complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.
## WORK FORCE PROFILE - FULL TIME ONLY

<table>
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<tr>
<th>Job Classifications</th>
<th>Total Employees</th>
<th>Black M F</th>
<th>Hispanic M F</th>
<th>Native American M F</th>
<th>Asian M F</th>
<th>Veteran M F</th>
<th>Disabled M F</th>
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<td>1. Officials, Managers, Supervisors</td>
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<td>6. White Collar Trainees</td>
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Disclosure of the information requested in this form is required by the Peoria Park District. Failure to properly complete and sign this form will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid.

As part of the Company’s commitment to equal employment opportunity practices, this company does the following:

- Recruits, trains, upgrades, promotes and disciplines persons without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.

- Notifies all recruitment sources that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.

- When advertising is used, specifies that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.

- Notifies all labor organizations which furnish this company with any skilled or non-skilled labor of the Company’s responsibility to comply with the equal employment opportunity requirements required in all contracts by the Peoria Park District.

- Notifies all of its sub-contractors of their obligation to comply with the equal employment opportunity requirements required in all contracts by the Peoria Park District.

- Has an affirmative action program that assures the company’s fair employment practices are understood and carried out by all of its managerial, administrative and supervisory personnel.

Is the Company a minority/woman owned business (MBE/WBE)? YES NO

The Company does not discriminate against any employees or applicants for employment because of race, color, religion, sex, national origin, veteran status, age, mental or physical ability.

The Company does not maintain segregated facilities for any of its employees on the basis of race, religion, color, national origin, because of habit, local custom, or otherwise.

By signing this form, the Company attests that it complies with all statements listed above as part of the Company’s commitment to equal employment opportunity practices. The Company further agrees that it has completed the attached Workforce Profile Sheet truthfully, to the best of its knowledge.

___________________________________________   ___________________________________________
Company Name        Company Address

___________________________________________   ___________________________________________
Signature of Company Official     Name / Title

___________________________________________   ___________________________________________
Telephone Number & Fax Number     Email Address

Rev. 6/2012
PLEASURE DRIVEWAY AND PARK DISTRICT
OF PEORIA, ILLINOIS

Individual Contractor Form

CONTRACTOR CERTIFICATION

I, ________________________________________, do hereby certify that I am a contractor who has not been barred from
bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4(bid rotating) of the

____________________________________________________
Contractor

By: ________________________________________________

Subscribed and Sworn before me this ______ day of ___________________, 20____

____________________________________________________
Notary Public

My Commission Expires ______________________, 20____
PLEASURE DRIVEWAY AND PARK DISTRICT
OF PEORIA, ILLINOIS

Corporate or Partnership Contractor Form

CONTRACTOR CERTIFICATION

I, ________________________________________________________________________, a duly authorized agent of

(Agent)

__________________________________________________________________________, do hereby certify that

neither

(Contractor)

___________________________________________________________________________, nor any individual presently

(Contractor)

affiliated with ________________________________________________________________, has been barred from

(Contractor)

bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code, Illinois Compiled Statutes, 720 ILCS 5/33E-3 and 5/33E-4.

______________________________________________________

Contractor

By: ___________________________________________________

Subscribed and Sworn before me this _______ day of ___________________, 20____

______________________________________________________

Notary Public

My Commission Expires _______________________, 20____
ILLINOIS DRUG FREE WORKPLACE CERTIFICATION

The undersigned Contractor/Vendor hereby certifies that it will comply with all provisions of the Illinois Drug Free Workplace Act of 1991.

Dated this _______ day of _______________________________, 20 _____

Contractor/Vendor

____________________________________
By: __________________________________

____________________________________
By: _________________________________
SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

Project Name: ______________________________

Location: ______________________________

The Substance Abuse Prevention on Public Works Act Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635.

___________________________________________________
Contractor/Subcontractor

___________________________________________________
Name of Authorized Representative (type or print)

___________________________________________________
Title of Authorized Representative (type or print)

____________________________________________________
Signature of Authorized Representative     Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

___________________________________________________
Contractor/Subcontractor

___________________________________________________
Name of Authorized Representative (type or print)

___________________________________________________
Title of Authorized Representative (type or print)

____________________________________________________
Signature of Authorized Representative     Date
CERTIFICATION OF SAFETY COMPLIANCE

The undersigned Contractor/Vendor hereby certify that they and their sub-contractors will comply with any and all prevailing occupational safety and health standards including, but not limited to the following: hazard communication, hearing conservation, respirator use, permit required confined space entry, scaffolding, personal protective equipment, ladder usage, ventilation, flammable and combustible liquids handling and storage and lockout/tagout. Such compliance may include a training component or require a written program of compliance.

Dated this day of _______________________________, 20 ____.

CONTRACTOR/VENDOR: _______________________________________________

By:   _______________________________________________
Form W-9
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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<th>Exemptions (see instructions):</th>
<th>Exempt payee code (if any)</th>
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<tr>
<td>Exemption from FATCA reporting code (if any)</td>
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Give Form to the requester. Do not send to the IRS.

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<th>Name (as shown on your income tax return)</th>
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<tr>
<td>Check appropriate box for federal tax classification:</td>
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<td>☐ Individual/sole proprietor</td>
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<tr>
<td>☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)</td>
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<td>☐ Other (see instructions)</td>
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<td>Exemptions (see instructions):</td>
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<td>Exempt payee code (if any)</td>
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<td>Exemption from FATCA reporting code (if any)</td>
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<th>List account number(s) here (optional)</th>
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<th>Note.</th>
<th>If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</th>
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<th>Taxpayer Identification Number (TIN)</th>
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<tbody>
<tr>
<td>Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part II</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under penalties of perjury, I certify that:</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>3. I am a U.S. citizen or other U.S. person (defined below), and</td>
<td></td>
</tr>
<tr>
<td>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</td>
<td></td>
</tr>
</tbody>
</table>

| Certification instructions. | You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3. |

<table>
<thead>
<tr>
<th>Sign Here</th>
<th>Signature of U.S. person</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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 individual, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.
In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

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

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

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use 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.

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

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

Payments you receive will be subject to backup withholding if:

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

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

Also see Special rules for partnerships on page 1.

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

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be a 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 $50 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/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity’s name on the “Name” line and any business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

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 Regulation section 301.7701-2(c)(2)(ii). Enter the owner’s name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must 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 the “Name” line. 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 the “Business name/disregarded entity name” line. 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.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required U.S. 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/disregarded entity name” line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code on page 3.
Exempt payee code. 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. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

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

The following codes identify payees that 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

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

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:

<table>
<thead>
<tr>
<th>Exempt payee code</th>
<th>THEN the payment is exempt for...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>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.</td>
</tr>
</tbody>
</table>

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, 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—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 possession of the United States, 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 Reg. 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 Reg. 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

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 www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

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

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

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

Part II. Certification

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

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

Signature requirements. Complete the certification as indicated in items 1 through 3 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 previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

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

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
<tr>
<td>2. Two or more individuals (joint account)</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account</td>
</tr>
<tr>
<td>3. Custodian account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>4. a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee</td>
</tr>
<tr>
<td>b. So-called trust account that is not a legal or valid trust under state law</td>
<td>The actual owner</td>
</tr>
<tr>
<td>5. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))</td>
<td>The grantor*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and EIN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Disregarded entity not owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>8. A valid trust, estate, or pension trust</td>
<td>Legal entity</td>
</tr>
<tr>
<td>9. Corporation or LLC electing corporate status on Form 8832 or Form 2553</td>
<td>The corporation</td>
</tr>
<tr>
<td>10. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>11. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>12. A broker or registered nominee</td>
<td>The broker or nominee</td>
</tr>
<tr>
<td>13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments</td>
<td>The public entity</td>
</tr>
<tr>
<td>14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))</td>
<td>The trust</td>
</tr>
</tbody>
</table>

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**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.**

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

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

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

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

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

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

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

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

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**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.