



Peoria Park District
Invitation for Bid
Purchase of Prefabricated Restroom
Project # 22-021A

Due Date: **Tuesday, March 19, 2024**
by 1:00 pm (local prevailing
Peoria Time)
Bids received after this
time will not be accepted.

Sealed bids will be received at the office of the

SECRETARY OF THE BOARD
Peoria Park District
1125 W. Lake Ave.
Peoria, IL 61614

Contact Information:
Michael Friberg
Planner III
Peoria Park District
1314 N. Park Rd
Peoria, IL 61604
309-686-3386 phone
mfriberg@peoriaparks.org

This project is being financed, in part, with funds from the Illinois Department of Natural Resources, "Open Space Lands Acquisition & Development" (OSLAD) grant program.

INSTRUCTIONS TO BIDDERS

Acceptance of Bids – The Board of Trustees of the Peoria Park District (hereinafter “Board”) reserves, without limitation, the right to reject any and all bids, to waive any informalities or irregularities, and to negotiate contract terms with the successful bidder. The Board reserves, without limitation, the right to accept or reject all incomplete, non-conforming, non-responsive, unbalanced, obscure, or conditional bids, or bids which contain additions not called for, erasures, alterations, or irregularities of any kind, or which do not comply with the Instructions to Bidders. The Board reserves the right to reject the bid of any bidder if the Board believes that it would not be in the best interest of the Park District to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Park District. The Board further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible.

The Park District may make such investigations as the Park District deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of bidders to perform and furnish the materials and/or services in accordance with the contract to the Park District’s satisfaction within the prescribed time. Bidder shall furnish to the Park District, within 5 days of Park District’s request, all such information and data for this purpose as the Park District may request. Information which may be requested by the Park District may include, but shall not necessarily be limited to, financial data, previous experience, present commitments, performance records, and a description of the bidder’s plant and equipment. The Park District reserves the right to reject any bid if the information submitted by, or investigation of, such bidder fails to satisfy the Park District that such bidder is properly qualified to carry out the obligations of the contract.

The Peoria Park District encourages minority and women-owned businesses to submit bids on this and all other projects advertised by the District. Additionally, the Peoria Park District asks all vendors to be a force for positive change in your community and make the effort to seek out and engage minority and women-owned businesses and workers for supplies, subcontracting, and labor.

Bid Amount - The Board of Trustees of Peoria Park District reserves the right to award as it sees fit by selecting the lowest individual bid by the lowest responsible qualified bidder. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements 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 upon 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.

Bids Held- Bid amount shall be held for no less than thirty (30) days from the date of the bid opening.

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

Payment and Cash Discount - Standard terms are Net 60. However, the Park District may take advantage of any cash discount offered in this proposal for prompt payment. Discount terms will be considered in determining the low bidder.

Parks Agent – Peoria Park District Planning Department personnel are designated to act on all matters pertaining to the bid proposal and questions thereon. Michael Friberg, Planner III is the designated Project Manager.

Laws of the State of Illinois – Contracts shall be entered into within the State of Illinois, and the laws of said state, whether substantive or procedural, shall apply to the Contract.

Cancellation - The Park District reserves the right to cancel all or part of any contract if the contractor fails to perform any provisions in the contract, fails to make delivery within the time stated or as is in the best interests of the Peoria Park District. The contractor will not be liable to perform if situations arise by reasons of strikes, acts of God or public enemy, acts of the Park District, fires or floods.

Default – In case of default by Bidder the Peoria Park District will procure the products or services from other sources and shall hold the Bidder responsible for any excess cost incurred.

Addenda to the Bid Package - Any changes, additions or deletions to the bid documents will be issued in the form of a written addendum issued by the Planning Department of the Peoria Park District and will be distributed to all bidders via email. All communication or questions pertaining to the bid shall be directed to the Project Manager, Michael Friberg at 309-648-5057 or via email mfriberg@peoriaparks.org. Contact with all other park district staff is strictly prohibited during the bid process.

Signatures - Each bid must be signed by the bidder with his/her signature or by an agent authorized to bind the company to a contract. Bids by partnerships must be signed with the partnership name and 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 signature must be in ink and legible.

Special Conditions - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Bidders”.

Delivery – Prices bid shall be Free On Board (F.O.B.) to the location specified in the minimum specifications. Deliveries will be accepted between 8:00 A.M. and 3:00 P.M., Monday through Friday.

Additional Copies of Specifications - Bidders may secure additional copies of the bid specifications by downloading them at peoriaparks-planning.org.

Bid Preparation Costs - All costs incurred in the preparation and submission of bids and related documentation will be borne by the bidder.

Bid Envelope Identification – All bids must be returned in a sealed envelope marked with the name of the bid for identification of bid. Other forms or letters will not be accepted.

Mailing of Bids – All bid proposals are to be mailed or delivered to the following:

Secretary of the Board
Peoria Park District
1125 W. Lake Ave.
Peoria, IL 61614

The Park District assumes no responsibility for prompt and timely delivery of U.S. Mail or any other courier.

Copeland “Anti-Kick Back” Act – Bidder shall comply with the Copeland “Anti-Kick Back” Act (18 USC 874) as supplemented in the Department of Labor Regulations (29 CFR Part 3). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he is otherwise entitled.

Human Rights Act – The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discriminations, and having written sexual harassment policies (775 ILCS 5/2-105).

Freedom of Information Act – Procurement information shall be a public record subject to disclosure to the extent provided in the Illinois Freedom of Information Act (5 ILCS 140) and shall be available to the public as provided by the Peoria Park District Freedom of Information Policy.

Conflict of Interest – Bidder certifies that no officer, agent or employee of the Peoria Park District who has an economic interest in the bid or proposal has participated in the bid or contract negotiations on the part of the Park District. Bidder further certifies that the bid is made in good faith without collusion or fraud and is competing solely on its own behalf without obligation to any undisclosed person or firm.

Audit Rights – Bidder agrees the Peoria Park District or its representatives shall have the right to examine any and all records which directly relate to this project.

Hold Harmless and Indemnification Agreement – To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Peoria Park District and their officers, officials,

employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegal's fees and court costs), arising out of or resulting from the performance of the Vendor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act of omission of the Vendor, and Subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party of person described in this Paragraph. Vendor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Vendor's breach of any of its obligations under, or Vendor's default of, any provision of the Contract.

Participation Goals – If sub-contractors are involved or hiring of new employees is necessary for production of this product(s), Bidder agrees to meet the Peoria Park District's minority participation goals. The Peoria Park District is an AA/EEO organization and encourages participation by minority and female-owned firms.

Required Documents

The following forms must be completed and submitted with the bid. Failure to do so may result in the disqualification of the submitted bid.

- **Certification of Compliance of the Listed Provisions and Laws**– Bidder must complete and sign the form included in the bid package.
- **Certificate of Equal Employment Opportunity Compliance** – Bidder must complete and sign the form included in the bid package.
- **Workforce Profile** – This report must be completed and returned with your bid package. Workforce Profile Instructions are included with the bid package for reference when completing the profile.
- **Company Ownership Certification** – Bidder must complete and sign the form included in the bid package.
- **W-9 Request for Taxpayer Identification Number and Certification** – Bidder must complete and sign the form included in the bid package.
- **Bid Form** – Bidder must complete fully and legibly the bid form included in the package.

Scope of Request

The Peoria Park District is requesting bids for the “PURCHASE OF PREFABRICATED RESTROOM BUILDING” until **1:00 p.m., prevailing Peoria time, on Tuesday, March 19, 2024**. Prices bid shall be inclusive of all costs. The District reserves the right to modify or cancel the invitation for bid should it be in the best interests of the Peoria Park District.

Specifications

Specification basis of design is the Portland Loo. “Or Equal” bids meeting specifications will be accepted.

General:

The pre-fabricated restroom shall arrive complete, and be ready to be installed with minimum assembly required. The restroom shall be a single user type, and be a minimum of 50 s.f. The restroom shall meet 2018 IBC, 2017 NEC, Illinois Plumbing Code Part 890, and ADAAG. Local design criteria used shall be:

- Snow load: 20 lbs per sq. ft.
- Wind speed: 90 mph
- Seismic design: Category A
- Soil load-bearing pressure: 1,500 lbs per sq. ft.
- Concrete weathering: Severe

Successful Bidder shall provide Illinois structural engineer stamped drawings detailing restroom and footings that can be used for bidding the installation portion of the project.

For “Or Equal” bids, vendor shall supply plans, details, specifications, and contact information for 5 successful installations of the proposed product for Owner’s review. A record of successful in-service use in at least 5 locations is considered a part of these specifications.

Installation is Not In Contract.

Design:

The restroom shall be designed to prevent crime by using elements of the Crime Prevention Through Environmental Design philosophy, be vandal resistant, be easy to clean and maintain, use “off the shelf” fixtures that are easily replaceable, be compact, be energy and water efficient, and use long-lasting materials. The restroom shall be designed so that the number of occupants inside the restroom can be determined from the outside, but with a minimum reduction in privacy.

The restroom will be winterized each year, so no provisions are needed for winter operation.

Features:

- ADA Compliant
- Stainless steel flush toilet; wall-mounted
- Trash receptacle; wall-mounted
- Toilet paper dispenser; wall-mounted
- Baby changing table; wall-mounted
- Grab bars for accessibility
- Closeable and latch-able door

- Electrical and plumbing chase
- Gap between walls and floor to allow pressure washing of interior floor
- Passive, louvered ventilation
- Skylight or other natural lighting
- Exterior handwash sink
- LED interior lighting with occupancy sensor
- Ability to place vinyl “wraps” on exterior

Walls, Doors, Roof, and Ventilation Louvers:

Walls, doors, roof, and ventilation louvers must be impact resistant, incombustible, non-rusting metal. Metal shall be smooth, with a finish that allows easy cleaning and disinfection with common cleaning products. Welds and joints shall be finished smooth with no gaps. Metal must be capable of withstanding temperature fluctuations common to central Illinois. Walls must be supported at appropriate intervals to resist bending due to temperature, impact, use, and for the mounting of restroom fixtures and appurtenances. All fasteners used shall be matching materials, or certified to be non-reactive with wall, door, and louver materials. Color to be chosen by owner. Fiberglass, concrete, wood, mild or carbon steel, and plastic are not acceptable.

Structure:

Structural elements shall be impact resistant, incombustible, non-rusting metal. Metal shall be smooth, with a finish that allows easy cleaning and disinfection with common cleaning products. Welds and joints shall be finished smooth with no gaps. Metal must be capable of withstanding temperature fluctuations common to central Illinois. Structural elements shall be sized to resist bending due to temperature, impact, use, and for the mounting of restroom fixtures and appurtenances. All fasteners used shall be matching materials, or certified to be non-reactive with wall, door, and louver materials and hardware. Color to be chosen by owner. Fiberglass, concrete, wood, mild or carbon steel, and plastic are not acceptable.

Foundations and Footings:

Bidder shall supply stamped engineering drawings detailing footings and foundations required. Footings and foundations shall be constructed By Others.

Plumbing:

All plumbing work shall meet the requirements of the Illinois Plumbing Code Part 890.

Electrical:

All electrical work shall meet the requirements of the 2017 National Electric Code.

Fixtures:

- Toilet shall be vandal-resistant Acorn Dura-Ware stainless steel wall mount siphon jet model 2105-W-1-CN or equal.
- Handwash shall be vandal-resistant, accessible, exterior mounted stainless-steel bowl and spigot. Unit shall be supplied with warm water from an in-line water heater located within plumbing chase. Faucet/spigot shall be push-button controlled. Waste water line shall be within plumbing chase.
- Changing Table shall be a Koala Kare KB301 or equal.

Delivery:

* Delivered F.O.B. to:
Peoria Park District
1314 N. Park Rd.
Peoria, IL 61604

Timeframe:

It is anticipated that Notice of Award will take place on March 28, 2024. Delivery of restroom shall be no later than September 1, 2024.

Questions:

Questions pertaining to the bid must be submitted in writing to mfriberg@peoriaparks.org no later than 1:00 pm CT on Thursday, March 7, 2024 to allow sufficient time for an addendum to be issued to all bidders.

Bid Form
Purchase of Pre-Fabricated Restroom Building

Restroom _____ Dollars

Delivery _____ Dollars

Total Bid _____ **Dollars**

The bidder acknowledges the following addenda, if any:

Addenda #: _____ Dated _____ Addenda #: _____ Dated _____

The undersigned certifies that this bid is in accordance with Peoria Park District Specifications.
By signing below, I do hereby certify that I am a duly authorized agent of the company.

Bid Submitted By:

Vendor Name

Vendor Address

City State Zip Code

Phone Fax

Name of Authorized Representative (type or print)

Signature of Authorized Representative Date

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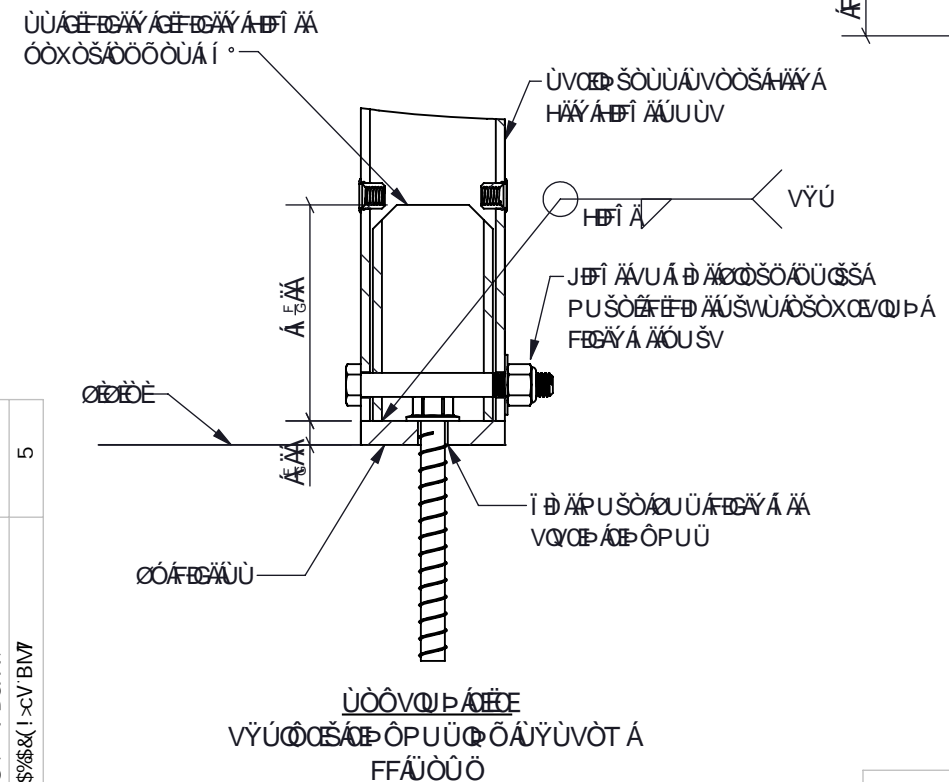
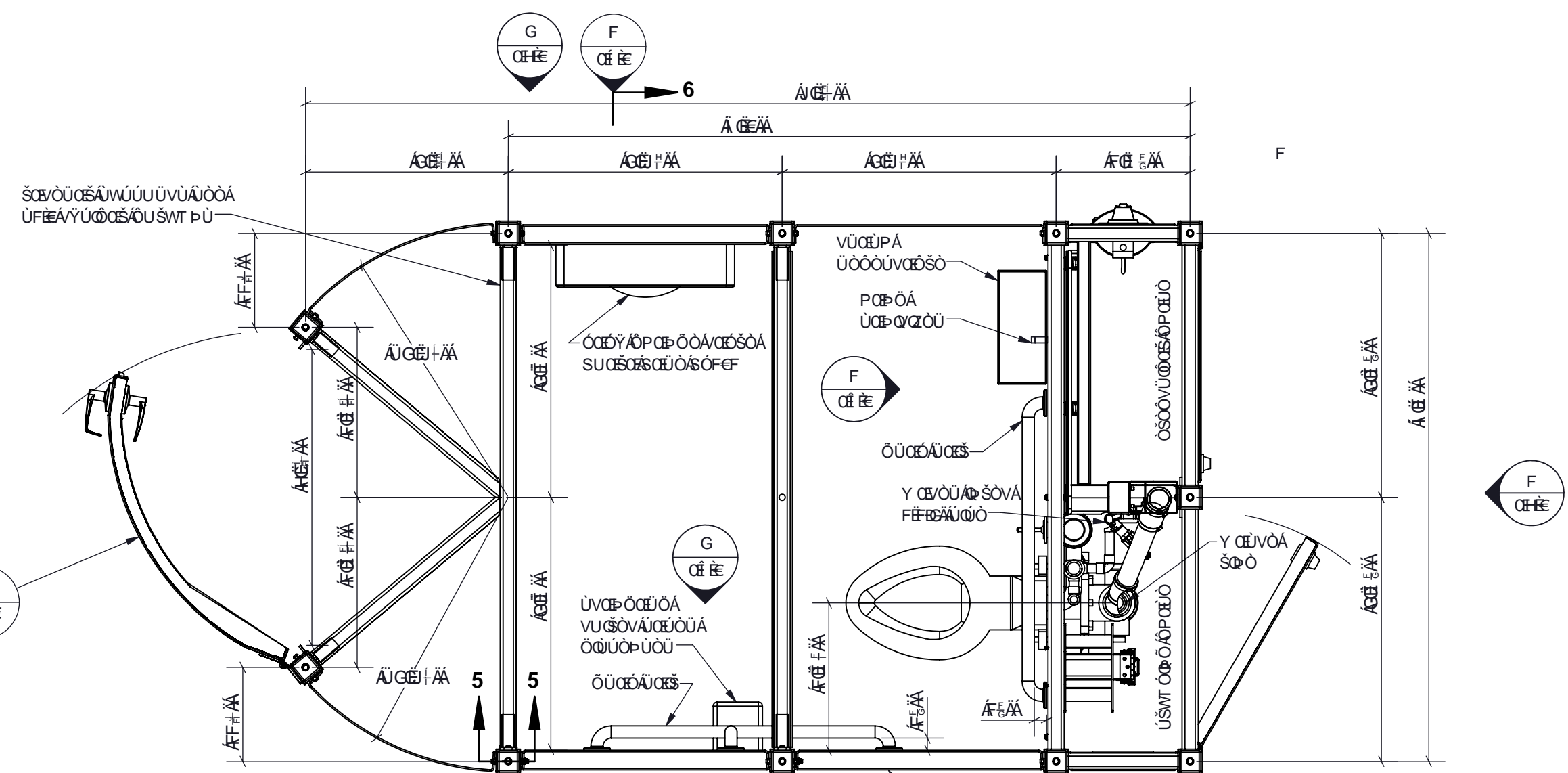
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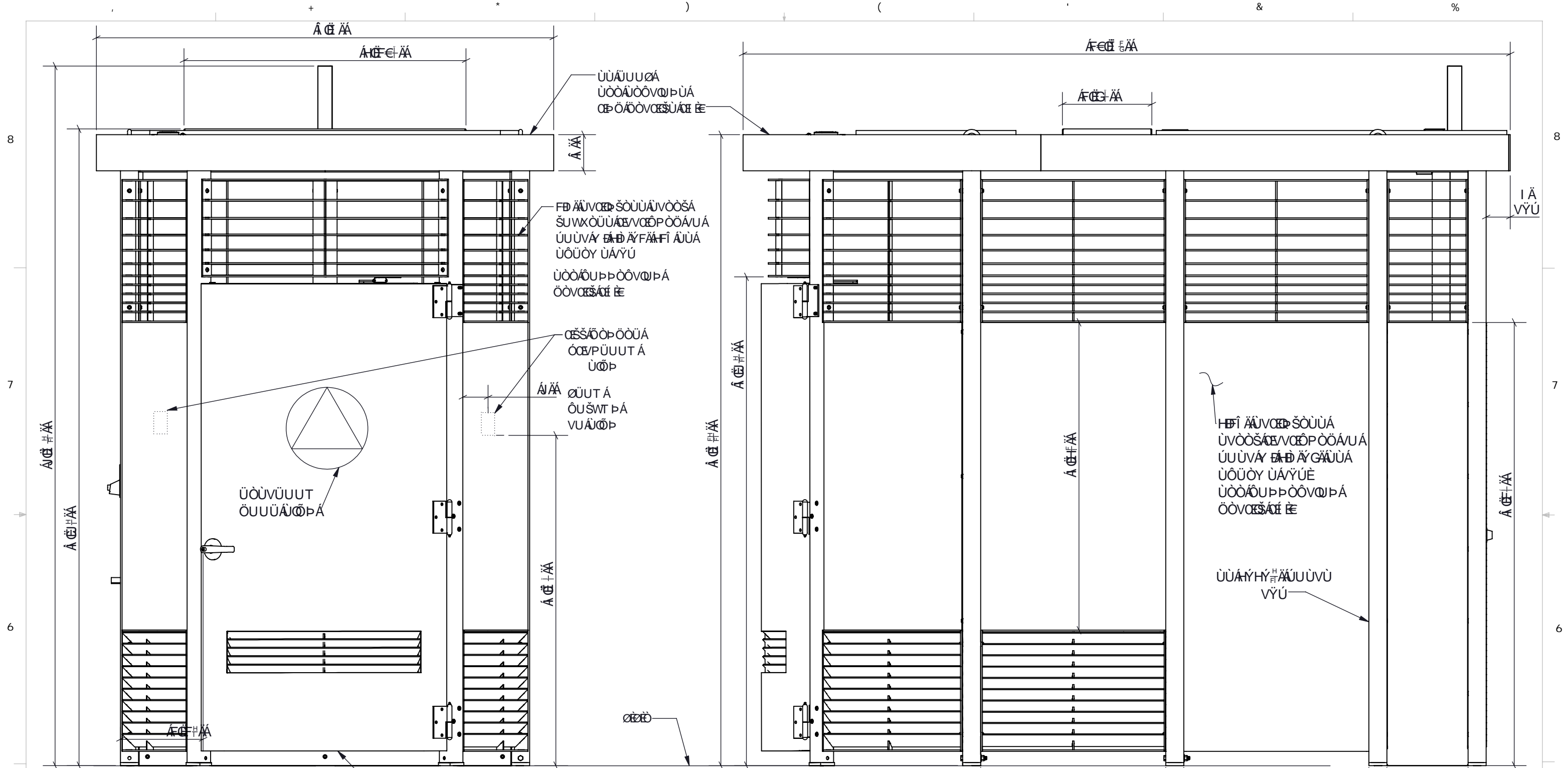
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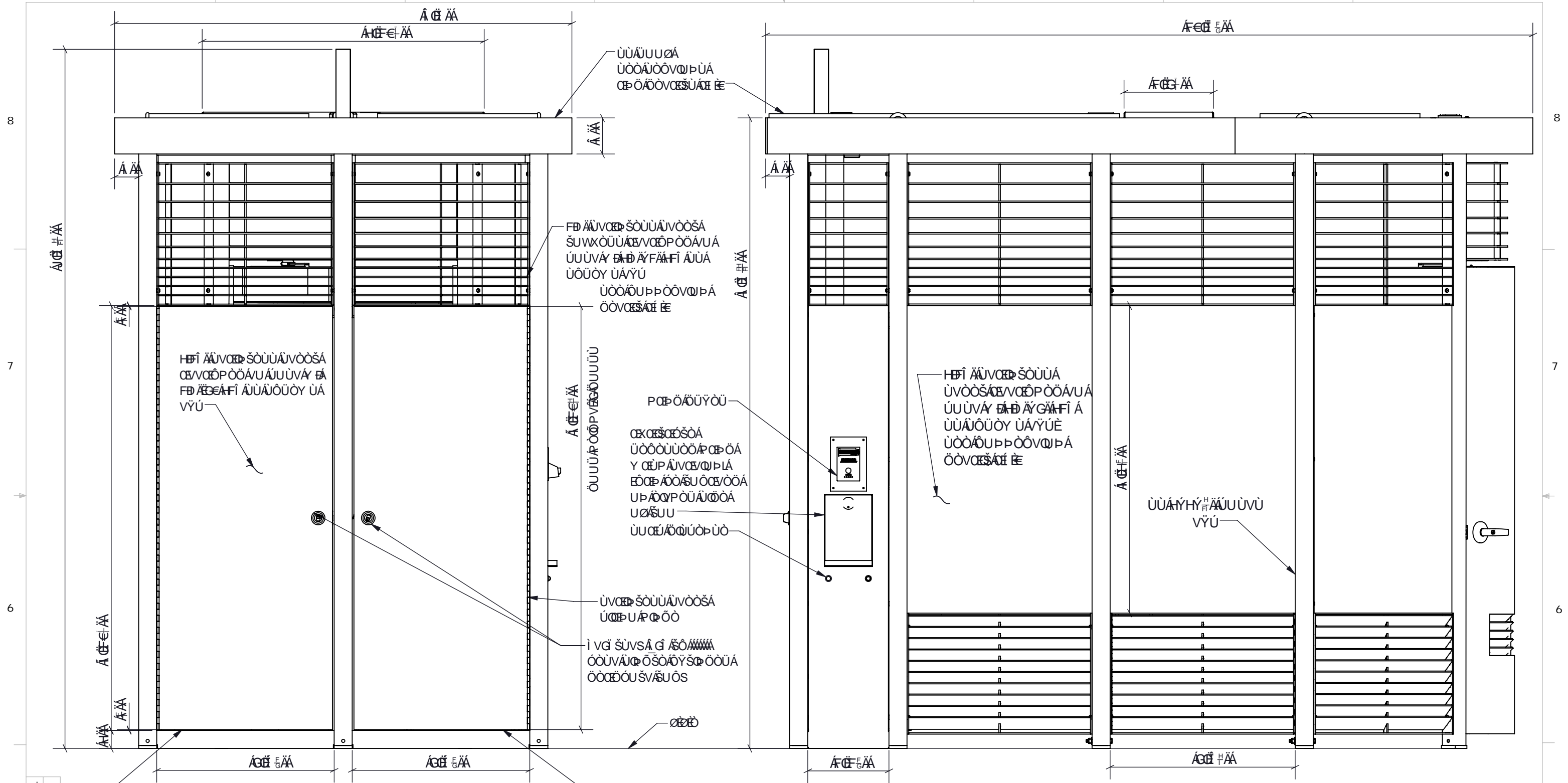
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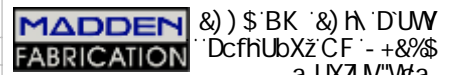
DF CDF = 915F M5B8 7CB: = 89B15@ "H<9 -B: CFA 5H<CB 7CBH5-B98 -B H<-G8F5K -B: -G H<9 GC@9 DF CD9F HMC: A 5889B: 56F =75H<CBZ -B7- 5B MF 9DF C81 7H<CB -B D6FH<CF 5G5 K <C@9 K H<CI H H<9 K F H H9B D9FA -GG-CB C: A 5889B: 56F =75H<CBZ -B7 -G DF C<-6+98"

G
01-11

ΣΩΝ ΑΪΘΡΟΧΩΡΩΠ ΑΚΩΥ



I B@9G CH<9FK -G9 GD97 = -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9 -B -B7<9G 5B8	89G# B98	? 7CI F-5B
A @A 9H9F G OAA QZ HC@9F 5B79G.	8F5K B	%&#, #&S&S ? 7CI F-5B
=B7<9G	A @A 9H9F G	7<97798 AA #88#MM B#5
"L" : "±\$%" Q.Q" : "Q" Q	"LL" : "±\$%" Q.L.O" : "Q±\$" Q	9B: "5DDF" AA #88#MM B#5
"LLL" : "±\$%" Q.L.L.Q. Q±\$% Q	5B: 1 @F.	A: : "5DDF" AA #88#MM B#5
A 57<-B9 ±\$) S2 69B8. ±%\$\$; 9CA 9HF =7 HC@9F 5B7-B: D9F.	E "5" AA #88#MM B#5
5GA 9IM(*) I- (A 5H9F -5@ A UYUJ ObchgdYVWYXZ	
8C BCHG75@9		



H H@9.
 9LH9F -CF '9@J 5H-CBG 657? / ' @9: H'G-89

G-N9. 8F5K -B: ' .
6 5' "\$
 G75@9. %% K 9# <H) & (%)% G<99H' (C: %)

F9J -G-CB. 5
 758 : @9 B5A 9.
 %\$%\$&& !>CV BM7

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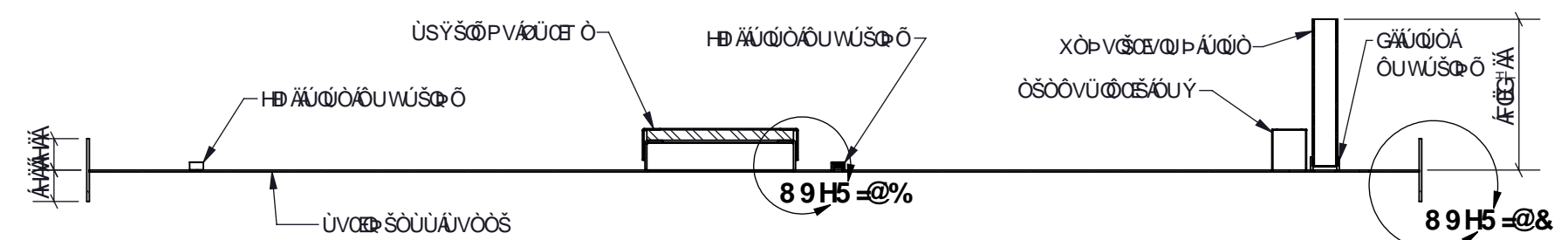
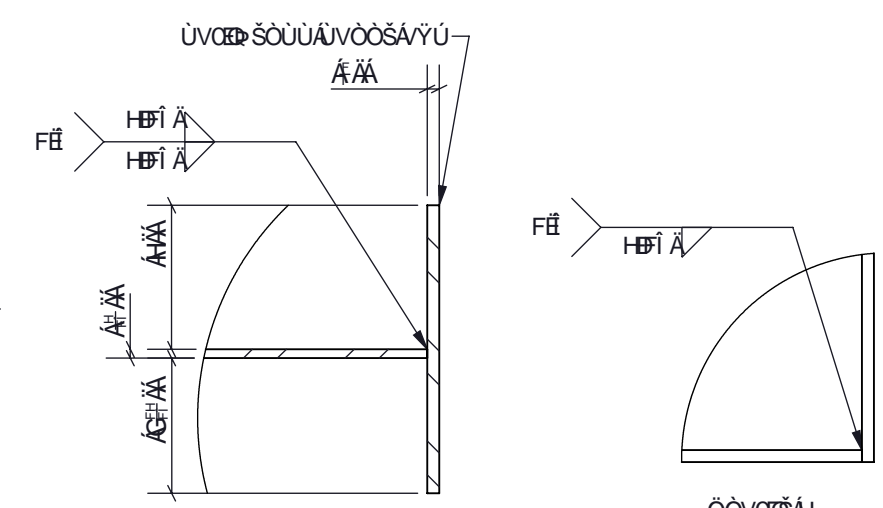
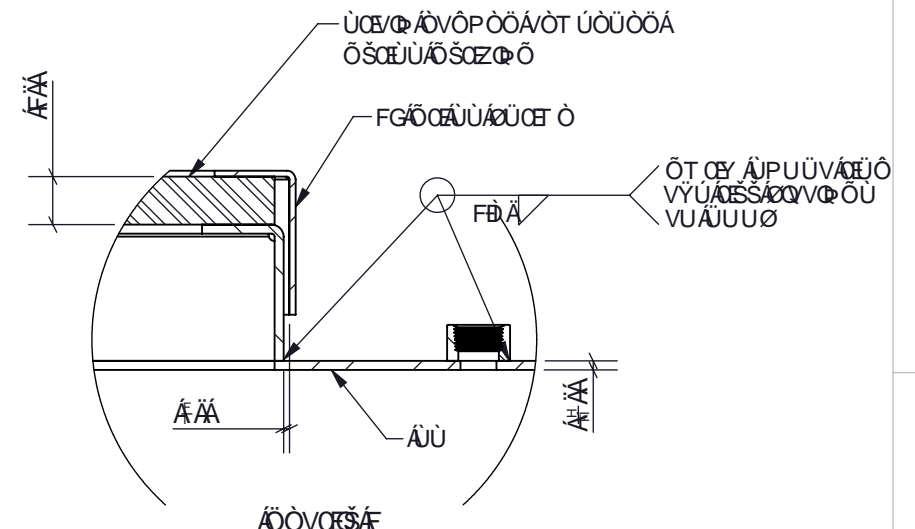
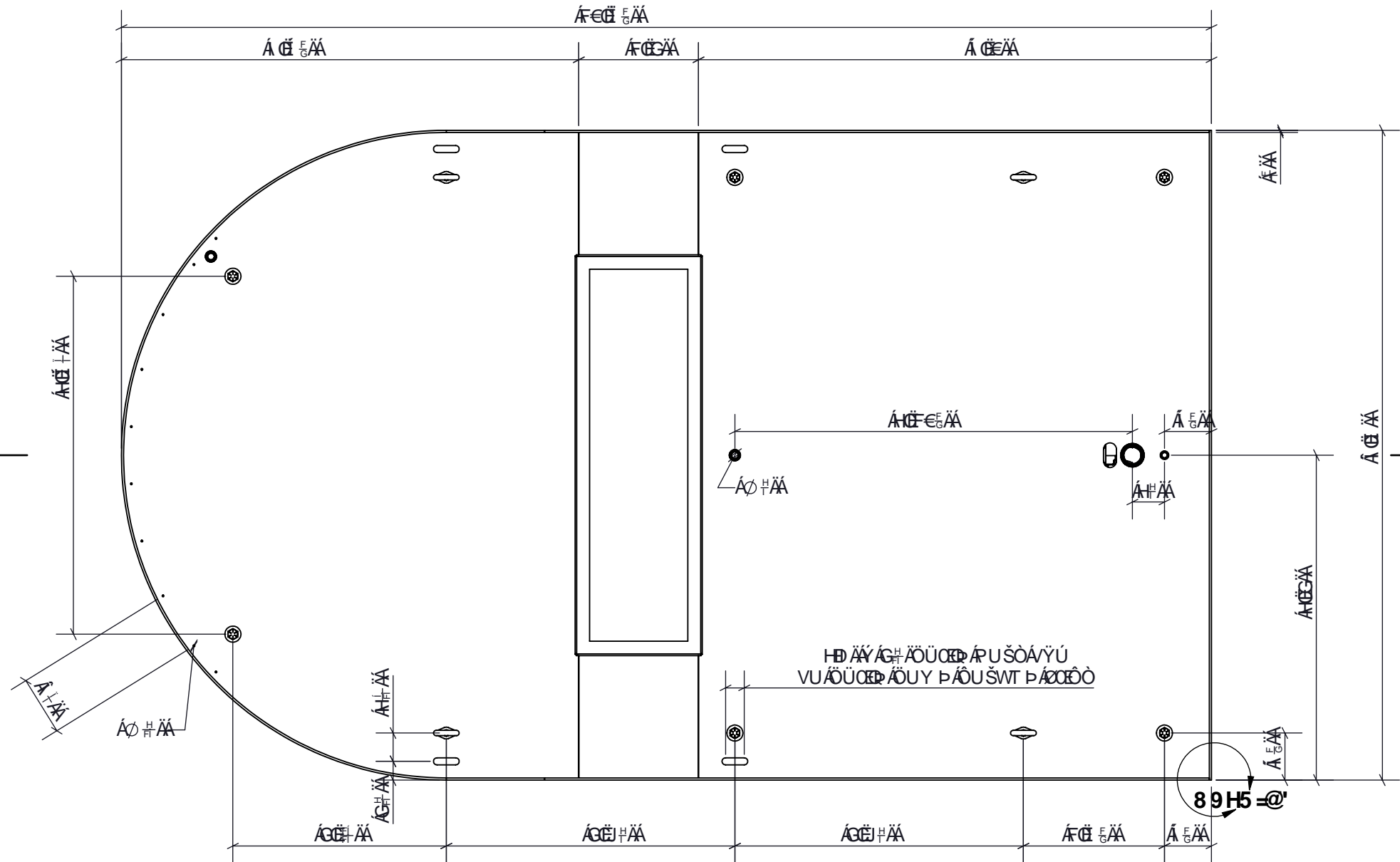
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F9J-G-CB. 5
 758 : @9 B5A 9. 5
 %\$%\$&(!>CV'BM7

DF CDF =9H5F M5B8 7CB: =89B1H5@ "H<9 -B: CFA 5H<CB 7CBH5-B98 -B H<-G8F5K -B: -G H<9 GC@9 DFCD9F HMC: A 5889B: 56F =75H<CBZ -B7 -5BMF 9DFC81 7H<CB -B D6FH'CF 5G'5 K <C@9 K H<CI H H<9 K F H H9B D9FA -GG-CB C: A 5889B: 56F =75H<CBZ -B7 -G DFC <-6+98"



1 B@9G CH<9FK -G9 GD97 = -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9 -B7 -9G 5B8	89G# B98	? 7CI F-5B
A @@A 9H9F G OAA QZ HC@9F 5B79G	8F5K B	%&#& #&S&S ? 7CI F-5B
=B7<9G A @A 9H9FG	7<97798	AA #88#MM B#5
"L : : ±\$%" Q. Q : : Q	9B: "5DDF"	AA #88#MM B#5
"LL : : ±\$%" Q. "L.O. Qe S" Q	A : : "5DDF"	AA #88#MM B#5
"LLL : : ±\$%" Q. "L.L.O. Qe S" Q	E "5"	AA #88#MM B#5
5B: 1 @SF.		
A 57<-B9. ±\$") S2 698B. ±%\$S		
: 9CA 9HF =7 HC@9F 5B7-B: D9F.		
5GA 9IM(*) 1- (
A 5H9F -5@ A UYUJU ObchgdYVWYXZ		
8C BCHG75@9		

MADDEN FABRICATION &) '\$ BK (&) H' D'UW
 DcfhUbXz'CF '- +&%\$
 a UXZU"Vta

H-H@.
 FCC: @5MCI H

G=N9. 8F5K -B: '
6 5("\$
 G75@9. %% K 9= <H.) & (%%)% G<99H) 'C: %

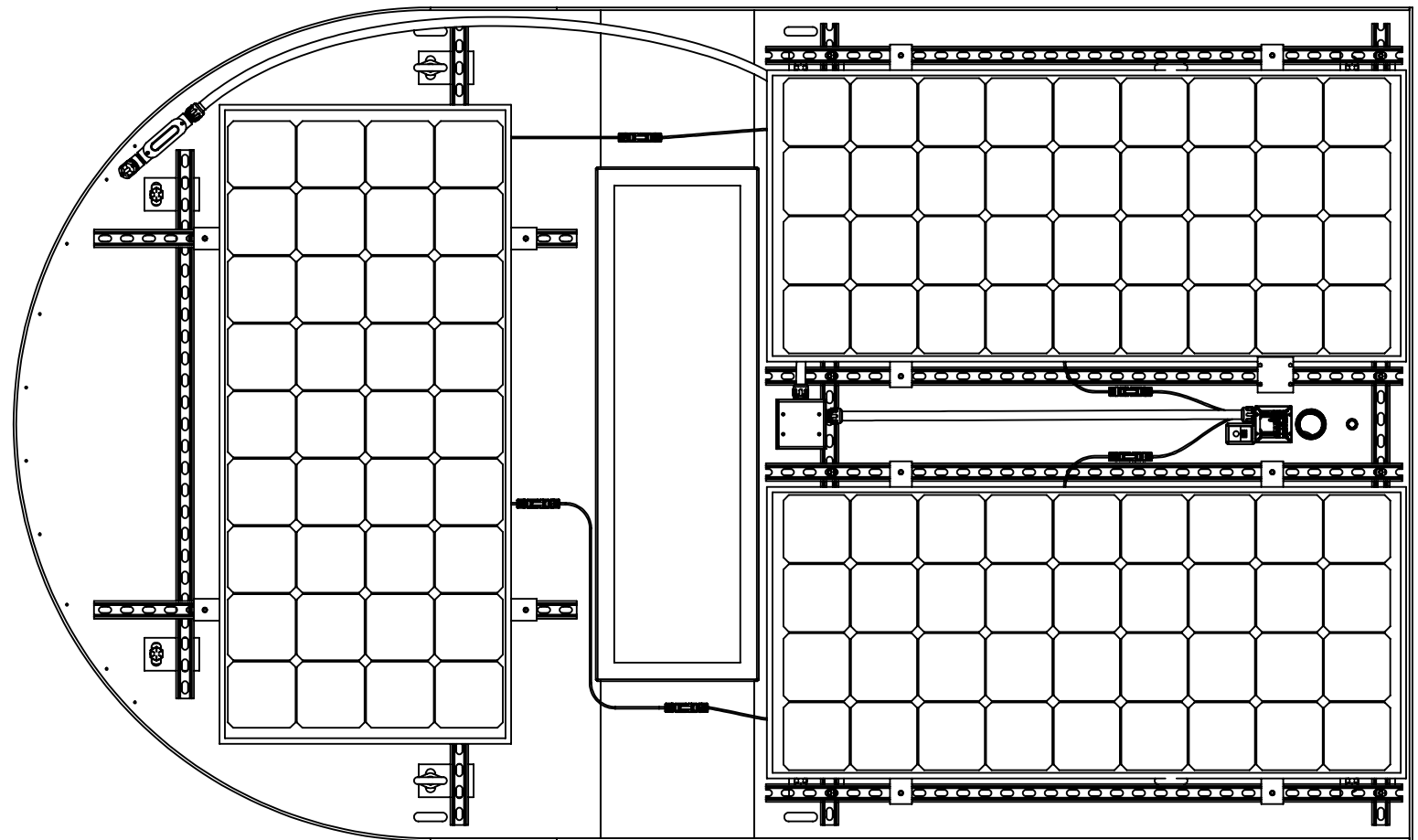
F9J. 5

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ÜUUØŠŒÿUWÁ QP ÁU ŠŒÿÁŮŒ ÒŠÙ

F9J -G-CB.
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758 : @9 B5A 9.
%\$%\$&&(!>CV'BM7



DF CDF =945F M5B8 7CB: =89BH5@ "H<9 -B: CFA 5H-CB 7CBH5-B98 -B H<=G8F 5K -B: -G H<9 GC@9 DFCD9F HMC: A 5889B: 56F =75H-CBZ -B7- 5BMF 9DFC8I 7H-CB -B D6FH'CF 5G'5 K <C@9 K H<CI H H<9 K F H H9B D9FA -GG-CB C: A 5889B: 56F =75H-CBZ -B7 -G DFC <=6+98"

I B@9G CH<9FK -G9 GD97 = -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9 -B -B7< 9G 5B8	89G# B98	? 7CI F -5B
A @@A 9H9F G OAA QZ HC@9F 5B79G.	8F5K B	? 7CI F -5B
=B7< 9G : E57H-CB5@	7< 977 98	AA #88#MM B#5
"L : : : ±\$%" ±%#%	9B: " 5DDF"	AA #88#MM B#5
"LL : : : ±\$%"	A: ; " 5DDF"	AA #88#MM B#5
"LLL : : : ±\$%"	E "5"	AA #88#MM B#5
5B: 1 @5F.		
A 57<-B9 ±\$") S2 698B. ±%\$\$		
; 9CA 9HF =7 HC@9F 5B7-B: D9F.		
5GA 9IM(*) 1- (
A 5H9F -5@ AUWYJU ObchgdYWYXZ		
8C BCHG75@9		

MADDEN FABRICATION &) '\$ BK ' &) H' D'UW
DcfhUbXz'CF '- +&%\$
a UXZUV'Wta

H-H@9.
FCC: @5MCI H'K 3'GC@5F 'D5B9@G

G=N9. 8F5K =B: '.	F9J.
6 %\$%\$&(<	5
G75@9. %%" K 9= <H.) & (%%) % G< 99H* 'C: %)	

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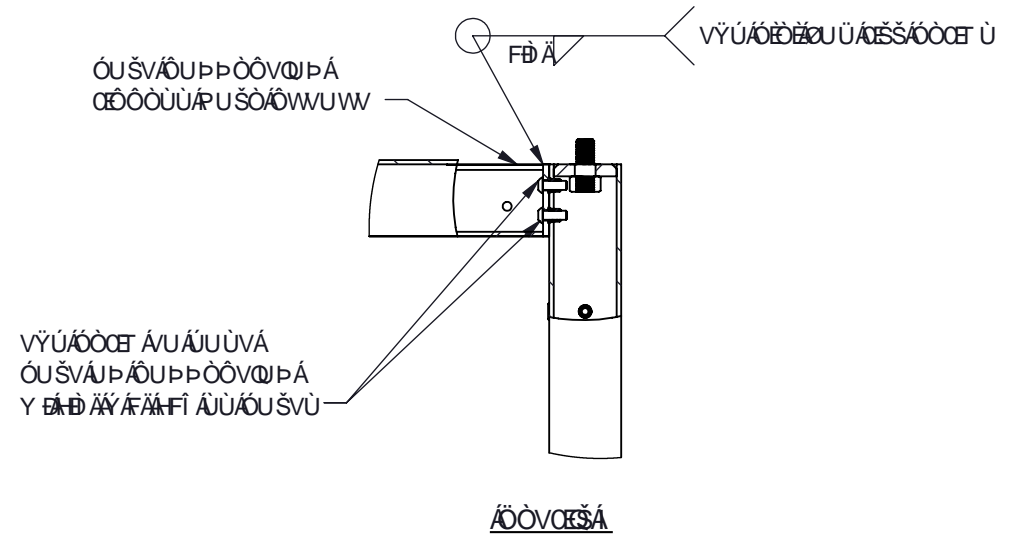
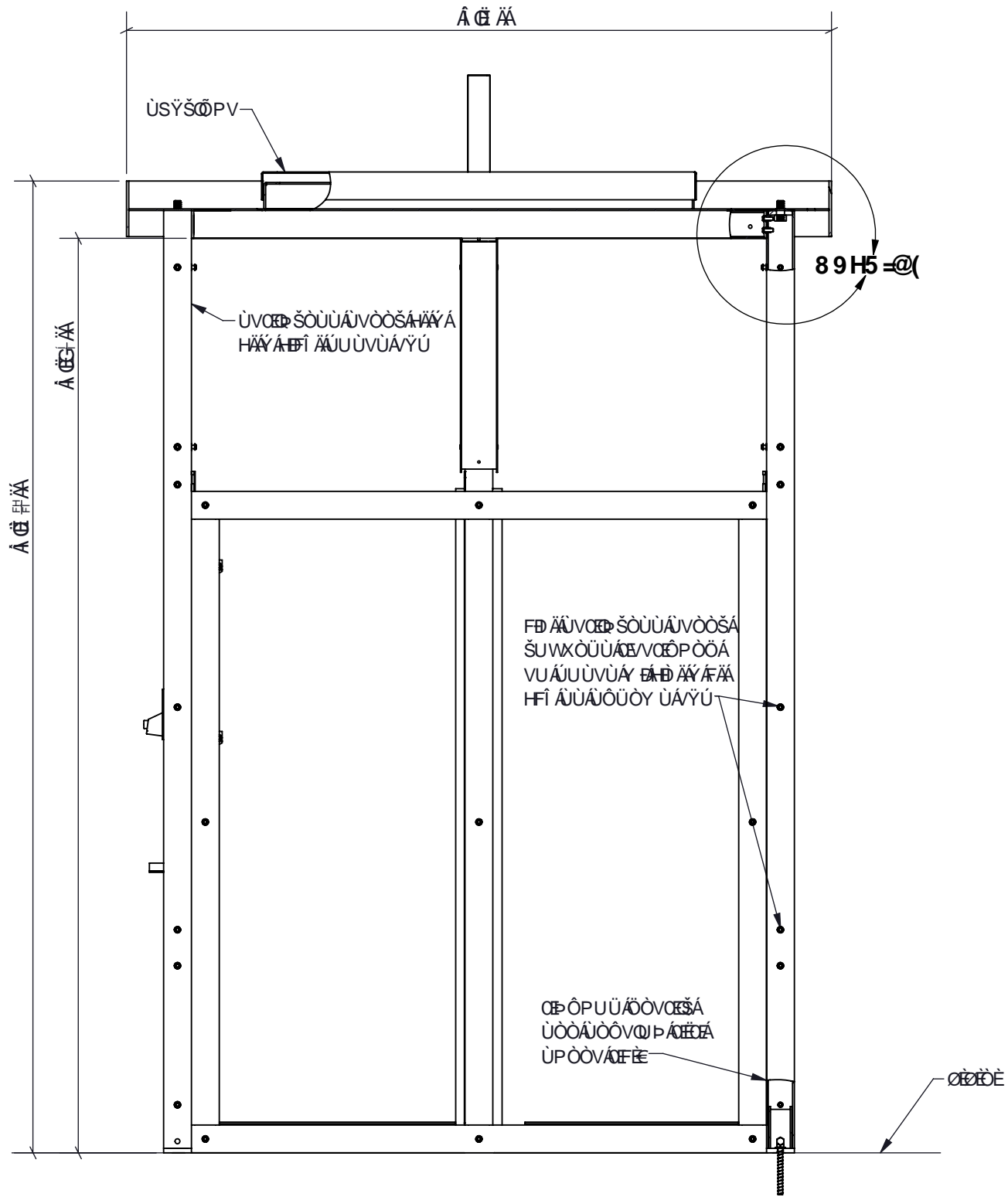
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ÖPÖPUÜÄÖVÖÖŠÁ ÜÖÖÁÜÖÖVÖPÄÖÖZÁ ÜPÖÖVÄÖÖE

F9J-G-CB. 5
758 : @9 B5A 9. %\$%&&!>CV'BM7

DF CDF =9H5F M5B8 7CB: =89H5@ "H<9 -B: CFA 5H-CB 7CBH5-B98 -B H<-G8F5K -B: -G H<9 GC@9 DFCD9F HMC: A 5889B: 56F =75H-CBZ -B7- 5BMF 9DFC8I 7H-CB -B D6FH'CF 5G'5 K <C@9 K H<CI H H<9 K F H H9B D9FA -GG-CB C: A 5889B: 56F =75H-CBZ -B7 -G DF C<-6+98"



I B@9G'CH<9FK -G9 GD97 = -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9 -B -B7< 9G 5B8	89G# B98	? 7CI F -5B
A=@A 9H9F G OAA Ö HC@9F 5B79G.	8F5K B	%&#& #&\$&\$? 7CI F -5B
=B7<9G	A @A 9H9F G	7< 97? 98
"L : : ±\$%" Q.Q : : Q' Q	AA #88#MM	B#5
"LL : : ±\$%" Q.LO : : Q±\$" Q	9B: "5DDF"	AA #88#MM B#5
"LLL : : ±\$%" Q.LLQ. Q±\$% Q	A : : "5DDF"	AA #88#MM B#5
SB: 1 @SF.	E "5"	AA #88#MM B#5
A 57<-B9. ±\$) S2 698B. ±\$%\$		
; 9CA 9HF =7 HC@9F 5B7-B: D9F.		
5GA 9IM(*)I- (
A 5H9F -5@ AUYUJ' ObchgYVWYXZ		
8C BCHG75@9		

MADDEN FABRICATION &) '\$ BK '&) H' D'UW
DcfhUbXz'CF '- +&%\$ a UXZU"Vta

H-H@9.
-BH9F -CF 'G97H-CB 'J -9K

G=N9. 8F5K =B: '.
6 5) "\$

F9J. 5
G75@9. %% K 9= <H.) &,%%)%+ G<99H+C: %)

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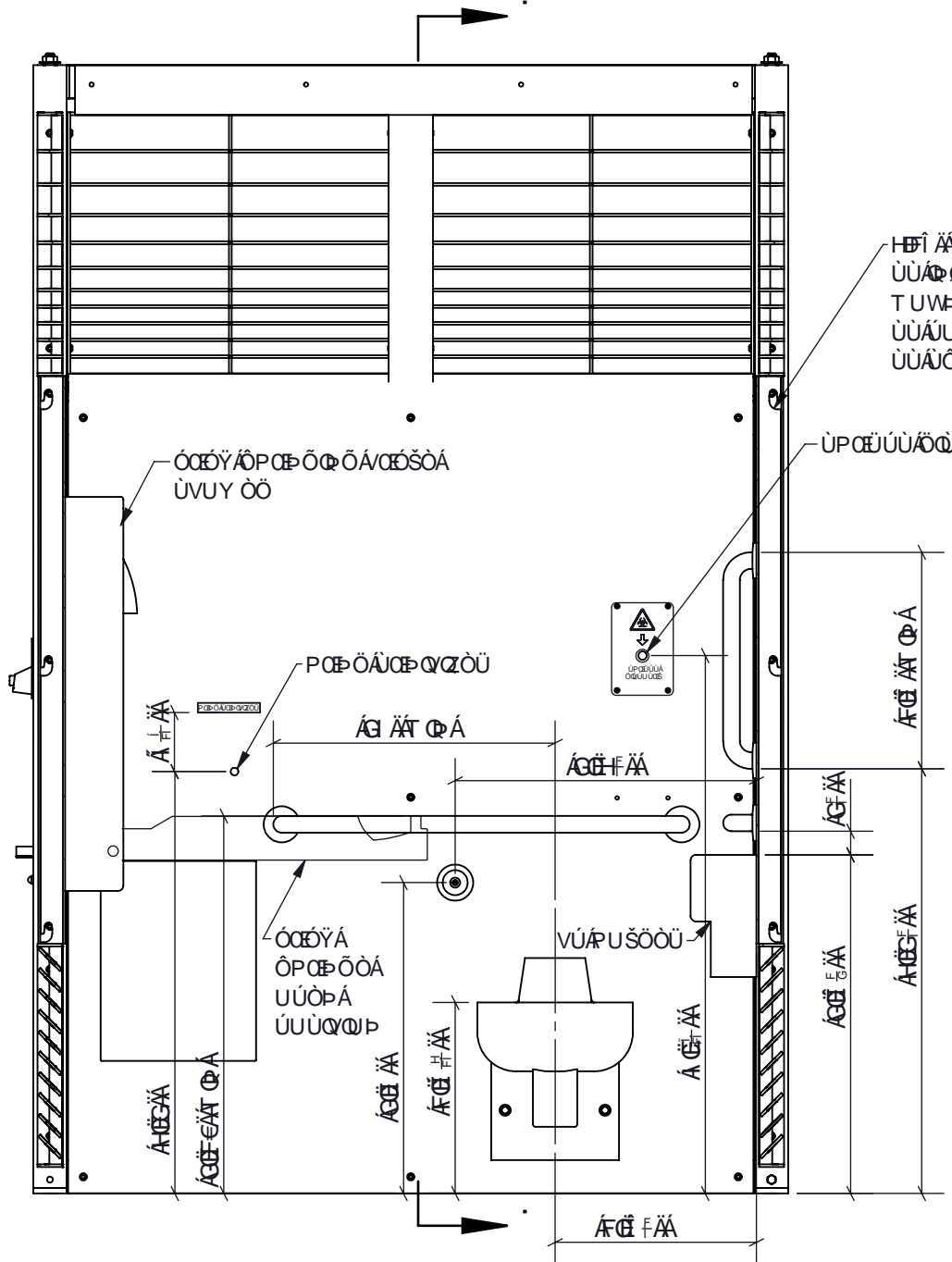
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Η ΠΙ ΑΝΠΩΣΑ F1 Α
 ΎΠΟΥΧΟΣ ΑΥΤΟΕΞΕΛ
 ΤΩΝ ΠΡΑΞΕΩΝ ΠΑΥΛΑ
 ΎΠΟΥΧΟΥ ΑΝΔΡΑ
 ΎΠΟΥΧΟΥ Ύ

ΎΠΟΥΧΟΥ ΑΥΤΟΨΗΦΟΥΣ

ΟΠΕΡΑΤΩΡ ΟΡΘΟΓΩΝΙΑ
 ΎΠΟΥΧΟΥ

ΠΡΟΒΛΕΨΕΩΣ

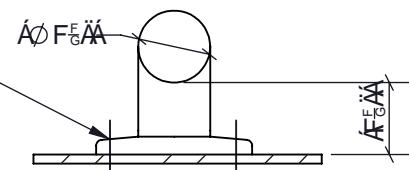
ΑΝΤΙΣΤΑΤΗΡ

ΒΑΝΟΥΣ

F
 ΟΕ ΕΕ
Υ ΠΟΥ ΑΩΣΥ ΎΟΝ ΑΪΟΕΣΟ
 ΕΠΙ ΔΙΑΔΑΧΜΕΝΩΝ ΟΕΣΑ ΎΑ
 ΎΣΑ ΠΙ ΑΝΔΡΑ

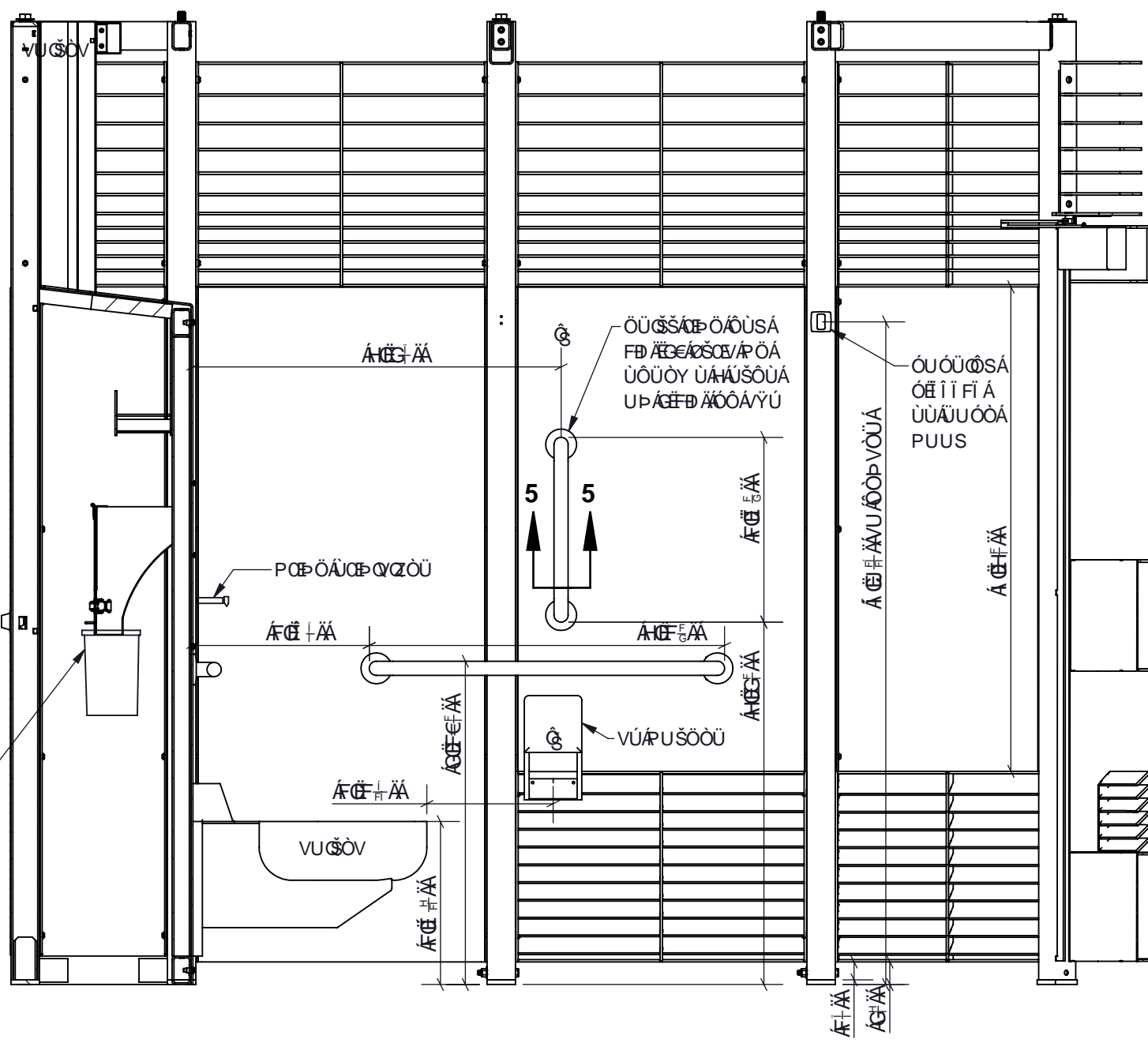
ΟΕΣΑ ΎΟΝ ΑΪΟΕΣΑ
 ΟΥΤ ΎΣΥΑ ΠΡΑΪΟΟΑΦΟΑ
 ΒΥΑ ΠΥΝΟΕ ΟΑ ΎΟΟΑ
 ΎΟΑ ΕΑΪΟΥ ΠΡΑΪΟΕ

ΕΠΙ ΔΙΑΔΑΧΜΕΝΩΝ ΎΑ
 ΎΣΟΎΑ ΎΪΑ ΟΕΣΑ ΎΑ
 ΎΟΕ ΟΣΑ ΎΠΟΥΧΟΥ



ΎΟΝ ΎΑ ΎΟΕ
 ΎΪΑ ΎΟΕ ΑΪΟΕΣΑ ΎΑ
 ΎΟΕ ΟΣΑ ΎΠΟΥΧΟΥ

DF CDF = 915F M5B8 7CB: = 89B15@ T k 9 -B: CFA 5H-CB 7CBH5-B98 -B H<-G 8F 5K -B: -G H< 9 GC@ DF CD 9F HMC: A 5889B: 56F =75H-CBZ -B7 -5BMF 9DF C81 7H-CB -B D6FHCF 5G 5 K <C@ 9 K H< C1 H H< 9 K F H H9 D9FA -GG-CB C: A 5889B: 56F =75H-CBZ -B7 -G DFC < =6+98"



ΎΠΟΥΧΟΥ ΑΥΤΟΨΗΦΟΥΣ

ΑΝΤΙΣΤΑΤΗΡ

ΠΡΟΒΛΕΨΕΩΣ

ΑΝΤΙΣΤΑΤΗΡ

ΑΝΤΙΣΤΑΤΗΡ

ΑΝΤΙΣΤΑΤΗΡ

ΑΝΤΙΣΤΑΤΗΡ

ΑΝΤΙΣΤΑΤΗΡ

G
 ΟΕ ΕΕ
Υ ΠΟΥ ΑΩΣΥ ΎΟΝ ΑΪΟΕΣΟ
 ΕΠΙ ΔΙΑΔΑΧΜΕΝΩΝ ΟΕΣΑ ΎΑ
 ΎΣΑ ΠΙ ΑΝΔΡΑ



1 B@GG CH<9FK -G9 GD97 = -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9 -B -B7-9G 5B8	89G= B98	? 7CI F-5B
A @A 9H9F G OIA QZ HC@9F 5B79G	8F5K B	%&#, #&S&S ? 7CI F-5B
=B7<9G	7<97798	AA #88#MM B#5
"LL" : ±\$%" Q.O." Q: " Q	9B: " 5DDF"	AA #88#MM B#5
"LLL" : ±\$%" Q.LLO. Q: \$% Q	A: : " 5DDF"	AA #88#MM B#5
5B: 1 @F."	E "5"	AA #88#MM B#5
A 57<-B9. ±\$%) S2 698B. ±%\$\$		
: 9CA 9HF =7 HC@9F 5B7-B: D9F.		
5GA 9IM(*) 1- (
A 5H9F -5@ A UYUJ ObchgyWVWYXZ		
8C BCG 75@9		

MADDEN FABRICATION)) \$' BK (&) H' D' UW
	DcfhUbXz' CF ' - +&%\$
	a UXZJW'Vta
H-H@.	
-BH9F -CF 'G97H-CB' J -9K G	
G=N9. 8F 5K =B: ' .	F 9J.
6 5* "\$	5
G75@. % % K 9= <H.) & %) % G<99H, 'C: %)	

758 : @9 B5A 9.
 %\$%\$&& (>CV' BM7

F 9J -G-CB.
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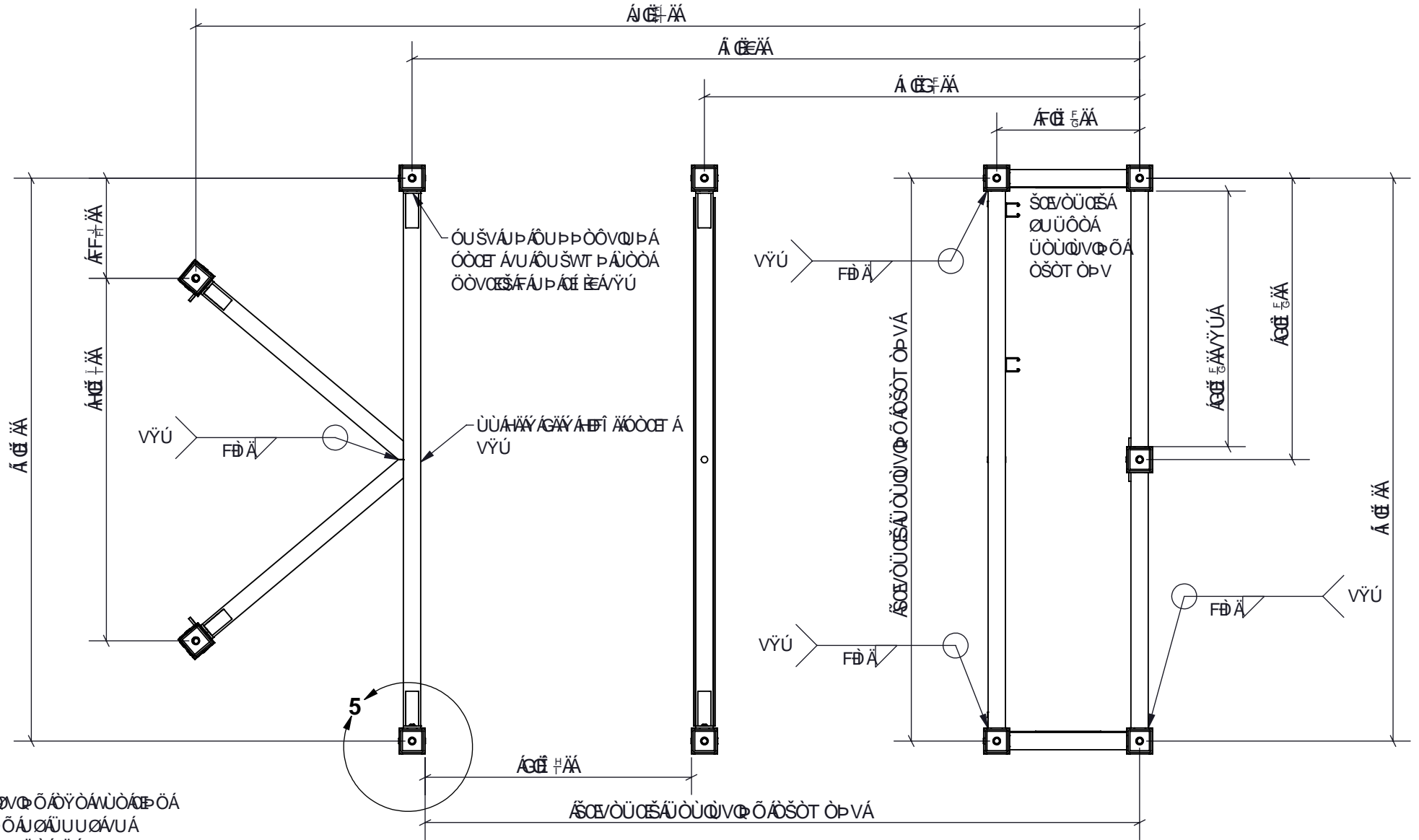
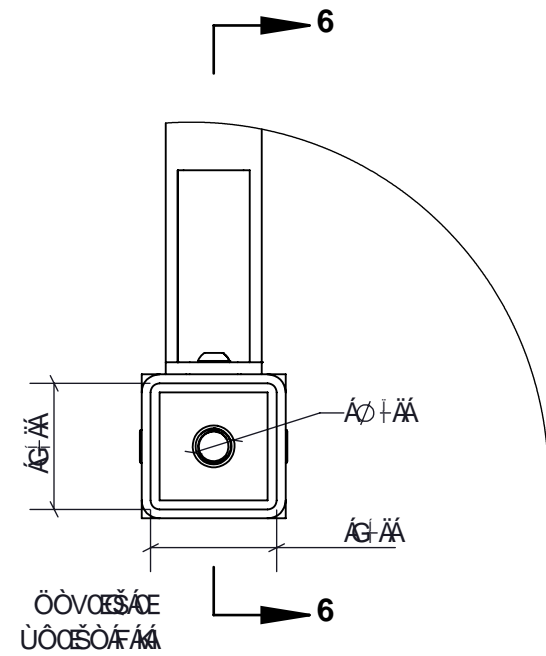
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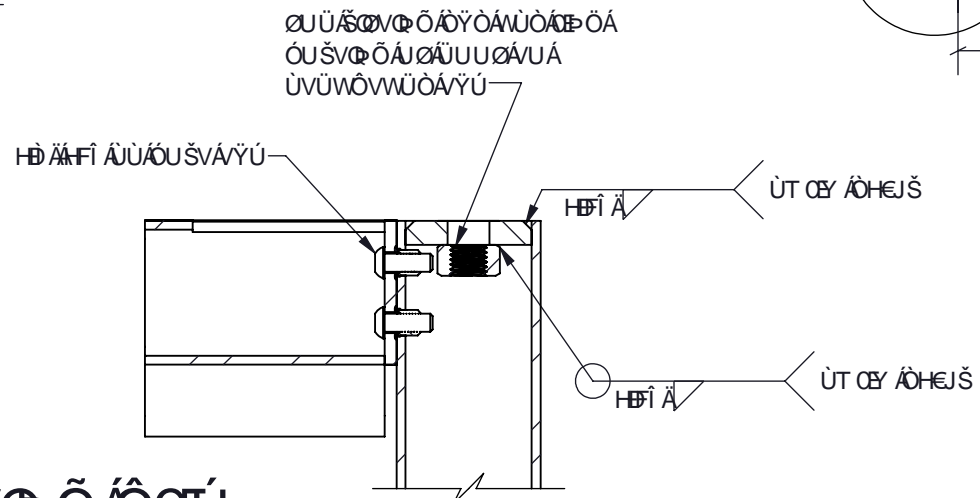
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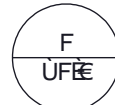
ÔUŠWT PÁËP ÖÁÓÒËË ÁŠOËY U VW



ÔUŠWT PÁŠOÏVQ ÖÁÓËË

FËÄÄFÍ ÁÛÁ/ÖËÁ/ÄÛÜÄH ËËÁÓUŠV

ÛÓÖVQ PÁÓËÖ
ÛÓËŠÖFÁÄÄ



I B@9G CH<9FK -G9 GD97 = -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9 -B -B7 -9G 5B8	89G = B98	? 7CI F -5B
A =@A 9HF G OAA QZ HC@9F 5B79G.	8F5K B	%&#& #&S&S ? 7CI F -5B
=B7<9G	A =@A 9HF G	7<97798 AA #88#MM B#5
"L": ±\$%"	Q.Q": Q" Q	9B: "5DDF" AA #88#MM B#5
"LL": ±\$%"	Q.LO": Q" S" Q	A: "5DDF" AA #88#MM B#5
"LLL": ±\$%"	Q.LLO": Q" S" Q	E "5" AA #88#MM B#5
SB: I @SF.		
A 57<-B9 ±\$") S2 698B. ±%\$\$		
; 9CA 9HF =7 HC@9F 5B7-B: D9F.		
5GA 9M(*) I - (
A 5H9F -5@ A UYUJU ObchgyWVWYXZ		
8C BCHG75@9		

MADDEN FABRICATION &) '\$ BK ' &) H ' D' UW
DcfhUbXz' CF ' - +&%\$
a UXZU"Vta

H-H@.

7C@ AB '5B8' 695A '@5MCI H

G=N9. 8F5K =B: ' .
6 G%\$

G75@. %% K 9= <H.) & %) % G<99H - ' C: %

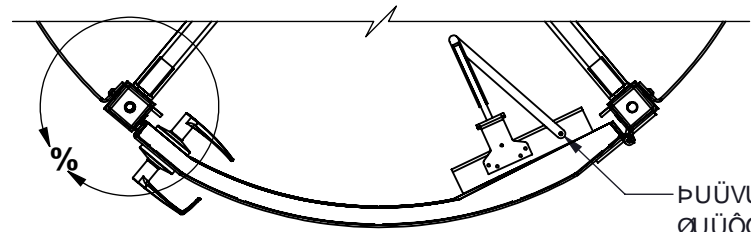
F 9J. 5

DF CDF =9HF M5B8 7CB: =89BH-5@ "H<9 -B: CFA 5H-CB 7CBH5-B98 -B H<-G8F5K -B: -G H<9 GC@9 DF CD9F HMC: A 5889B: 56F =75H-CBZ -B7 -5BMF 9DF C8I 7H-CB -B D6FHCF 5G'5 K <C@9 K H<CI H H<9 K F H H9B D9FA -GG-CB C: A 5889B: 56F =75H-CBZ -B7 -G DF C< =6+98"

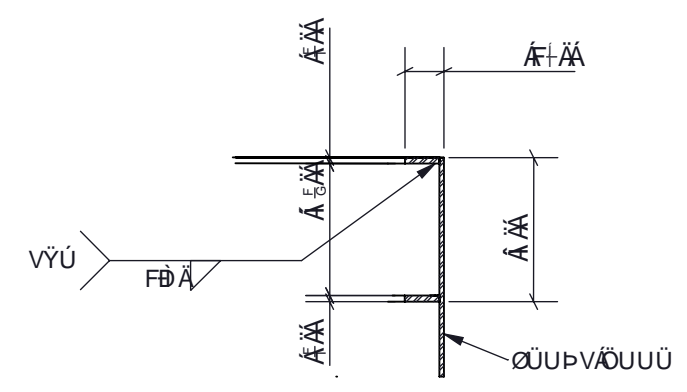
F 9J -G-CB. 5

758 : =@9 B5A 9. 5

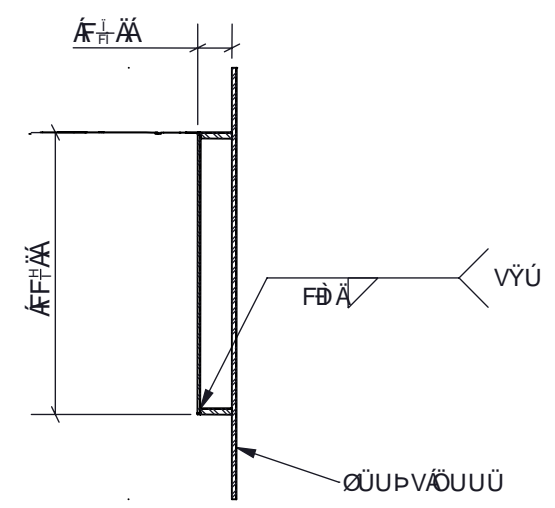
%\$%'& & (! > < V ' B M 7



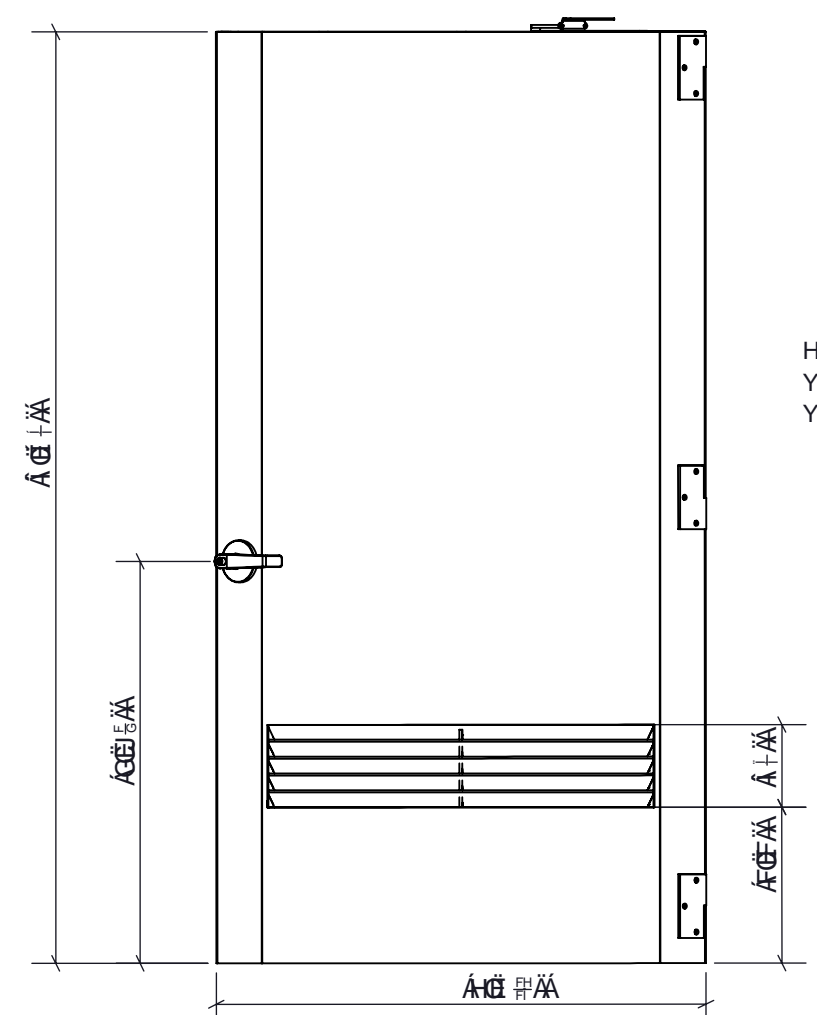
ΠΥΛΩΝ ΠΑΡΤΙΣΤΕΡΑ ΕΡΩΤΗΣΕΩΣ ΟΥΔΑ
ΣΥΝΟΛΟ ΑΡΧΙΤΕΚΤΟΝΙΚΩΝ



ΥΠΟΛΟΓΙΣΜΟΣ

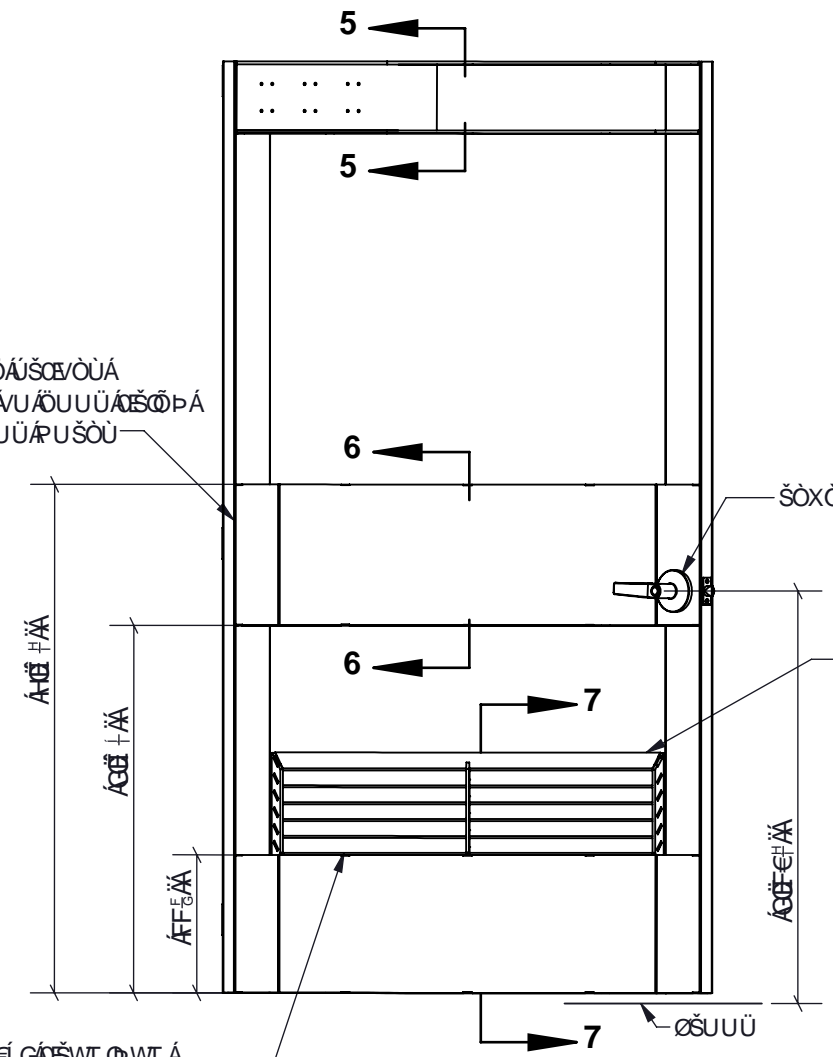


ΥΠΟΛΟΓΙΣΜΟΣ



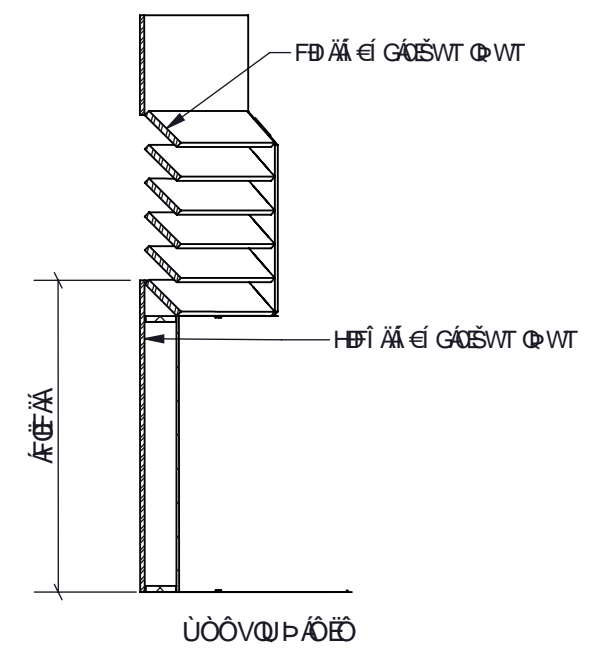
F ΣΧΕΔΙΟ ΠΡΟΤΥΠΟΥ ΔΙΑΚΟΣΜΗΣ
ΥΠΕΡ ΤΗΝ ΕΓΚΑΤΑΣΤΑΣΗ ΤΗΣ
ΦΑΝΟΤΗΣ

Η ΑΡΧΙΤΕΚΤΟΝΙΚΗ ΛΥΣΗ ΟΥΔΑ
ΥΠΕΡ ΤΗΝ ΕΓΚΑΤΑΣΤΑΣΗ ΤΗΣ
ΦΑΝΟΤΗΣ

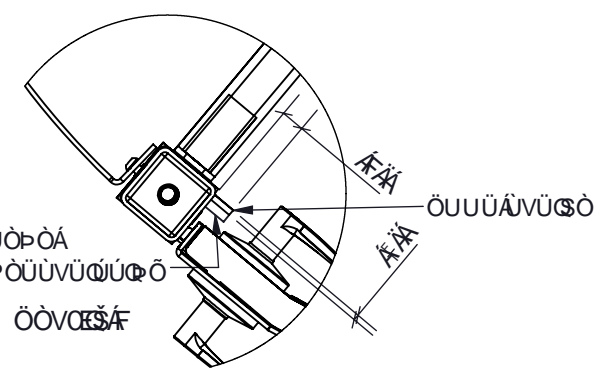


ΕΓΚΑΤΑΣΤΑΣΗ ΤΗΣ
ΣΥΝΟΛΟ ΑΡΧΙΤΕΚΤΟΝΙΚΩΝ

ΣΧΕΔΙΟ ΠΡΟΤΥΠΟΥ ΔΙΑΚΟΣΜΗΣ



ΥΠΟΛΟΓΙΣΜΟΣ



ΠΥΛΩΝ ΠΑΡΤΙΣΤΕΡΑ
ΥΠΕΡ ΤΗΝ ΕΓΚΑΤΑΣΤΑΣΗ ΤΗΣ
ΦΑΝΟΤΗΣ

ΕΓΚΑΤΑΣΤΑΣΗ ΤΗΣ
ΣΥΝΟΛΟ ΑΡΧΙΤΕΚΤΟΝΙΚΩΝ



1 B@9G CH<9FK -G9 GD97= -98.	85H9	B5A 9
8-A 9BG-CBG 5F 9-B -B7<-9G 5B8	89G# B98	? 7CI F-5B
A=@A 9H9F G OAA QZ HC@9F 5B79G	8F5K B	%&#& #&S&S ? 7CI F-5B
=B7<9G A=@A 9H9F G	7<97?98	AA #88#MM B#5
"L" : "±\$%" Q.Q" : "Q" Q	9B: "5DDF"	AA #88#MM B#5
"LL" : "±\$%" Q.LO" : "Q±\$%" Q	A: : "5DDF"	AA #88#MM B#5
"LLL" : "±\$%" Q.LLO. Q±\$%" Q	E "5"	AA #88#MM B#5
5B: 1 @SF.		
A 57<-B9. ±\$%) S2 698B. ±%%\$		
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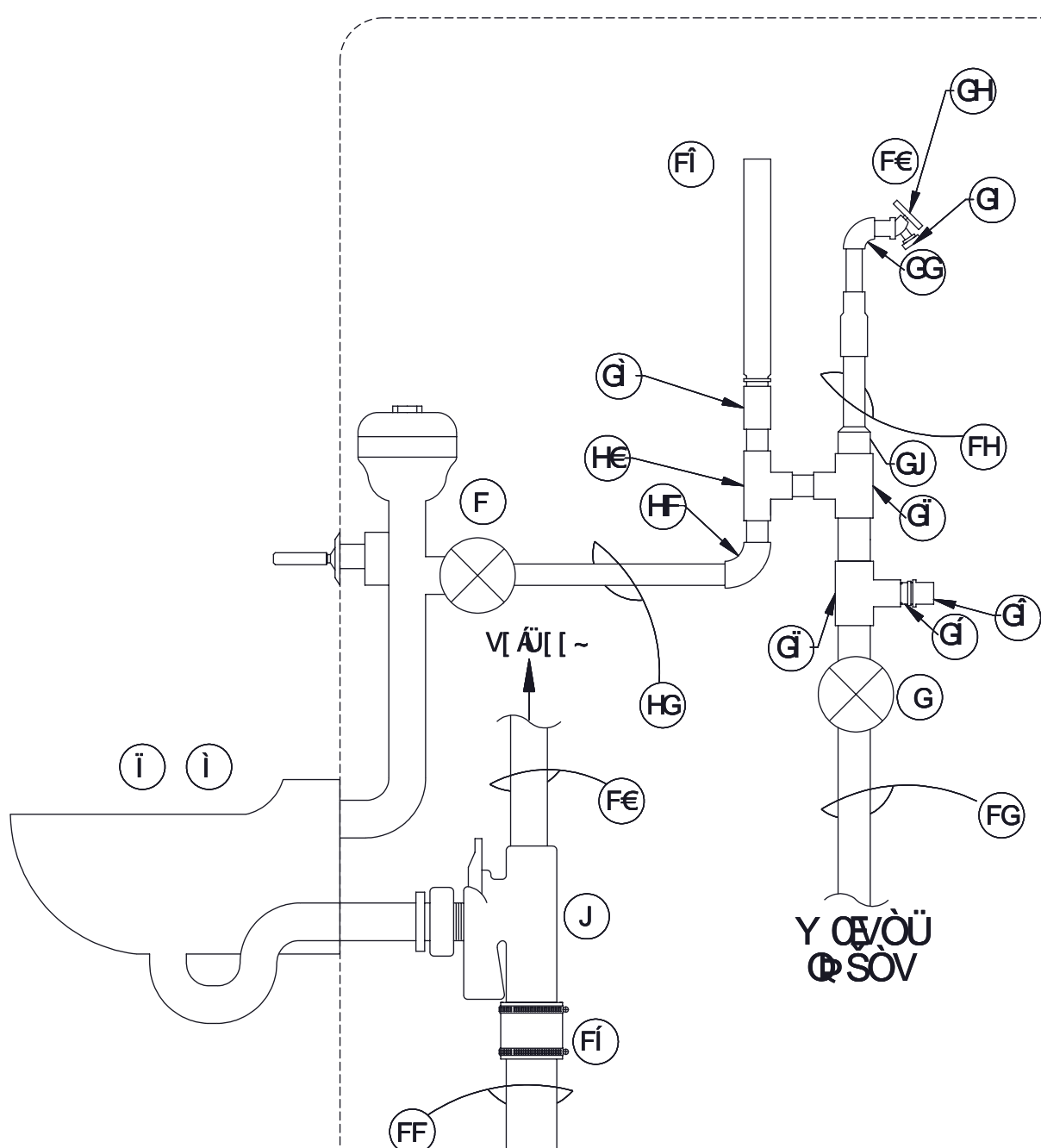
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**CERTIFICATION OF COMPLIANCE
OF THE LISTED PROVISIONS AND LAWS**

1) Illinois Drug Free Workplace Act of 1991

2) The Substance Abuse Prevention on Public Works Act Public Act 95-0635:

Prohibits the use of drugs and alcohol while performing work on a public works project.

The Contractor/Subcontractor has signed collective bargaining agreement for all of its employees that deal with the subject matter or the Contractor/Subcontractor has a prevention program that meets or exceeds the requirements of the Public Act for all employees not covered by a collective bargaining agreement.

3) Safety Compliance:

Contractor/Subcontractors will comply with any and all prevailing occupational safety and health standards. Such compliance may include a training component or require a written program of compliance.

4) Illinois Criminal Code, Illinois Compiled Statutes 720 ILCS 5/33E-3 and 5/33E-4:

Contractor/Subcontractor has not been barred from bidding on public contract as a result of bid rigging or bid rotating.

The undersigned representative of the Contractor/Vendor hereby certifies to comply with the laws and provisions listed above.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Signature of Authorized Representative



**Peoria Park District
Certificate of Equal Employment Opportunity Compliance for Contractors & Vendors**

The Peoria Park District is an Equal Opportunity Employer and it agrees with each of the provisions below and requires that all suppliers, contractors, subcontractors, and vendors doing business with the Park District be Certified Equal Employment Opportunity Employers in compliance with the Illinois Human Rights Act and such regulations promulgated thereunder, and, that any and all suppliers, contractors, subcontractors or vendors who are found to be in non-compliance with the Illinois Human Rights Act or said regulations may be declared ineligible for future contracts with this Park District; and, that each and every supplier, contractor, subcontractor or vendor does at all times in connection with any dealings with this Park District agree as follows:

- 1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if it hires additional employees in order to perform this contract or any portion of this contract, it will determine the availability (in accordance with the Illinois Department of Human Rights Rules and Regulations) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.
- 4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly notify the Peoria Park District and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
- 5) That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the Peoria Park District, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the Peoria Park District and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 7) That it will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the Peoria Park District and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Failure to properly complete and sign this form, certifying that the Company will agree to the above provisions of the Illinois Human Rights Act as well as the items below will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to be awarded work with the Peoria Park District.

The Company certifies that it has a written sexual harassment policy meeting the Illinois Human Rights Act and Illinois Department of Human Rights requirements.

If the Company will be doing work on Peoria Park District property, the Company shall complete the attached Full Time Workforce Profile Sheet to the best of its knowledge.

Company Name

Company Address

Signature of Company Official

Name / Title

Telephone Number & Fax Number

Email Address

WORKFORCE PROFILE

Job Classifications	Black Employees		White Employees		Hispanic Employees		Native American Employees		Asian Employees		Other Employees		TOTAL EMPLOYEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1. Officials, Managers, Supervisors														
2. Professionals														
3. Technicians														
4. Sales														
5. Office/Clerical														
6. White Collar Trainees:														
7. Skilled Crafts:														
8. Apprentices:														
9. On-the-job Trainees:														
10. Semi-skilled														
11. Service Workers														
12. Unskilled														
TOTALS														

Company Name: _____

INSERT: PROJECT NAME - Project Manual

WORKFORCE PROFILE INSTRUCTIONS

RACE/ETHNIC IDENTIFICATION

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

NATIVE AMERICAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CLASSIFICATIONS

OFFICIALS, MANAGERS, AND SUPERVISORS - Occupations requiring administrative personnel who set broad policies, and exercise over-all responsibility for the execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers/superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

PROFESSIONALS - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants/auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

TECHNICIANS - Occupations requiring combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: drafters, engineering aids, junior engineers, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic physical sciences), and kindred workers.

SALES WORKERS - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents/salespersons, insurance agents/brokers, real estate agents/brokers, stock and bond salespersons, demonstrators, salespersons and sales clerks, and kindred workers.

OFFICE AND CLERICAL WORKERS - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office couriers, office machine operators, shipping and receiving clerks, stenographers, typist and secretaries, telegraph and telephone operators, and kindred workers.

WHITE COLLAR TRAINEES - Persons engaged in formal training for official, managerial, professional, technical, sales, office and clerical occupations.

SKILLED CRAFTS - Manual worker of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

ON-THE-JOB TRAINEES - Persons engaged in formal training for craftsmen when not trained under apprentice programs; semi-skilled, unskilled and service occupations.

SEMI-SKILLED WORKERS - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

SERVICE WORKERS - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, fire fighters, guards, watchmen and doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

UNSKILLED WORKERS - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, craftsmen and wood choppers, laborers performing lifting, digging, mixing loading and pulling operations, and kindred workers.



PEORIA PARK DISTRICT

Company Ownership Certification

In compliance with Illinois Public Act 102-265, and Peoria Park District policy, 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 Company's eligibility to transact business with Peoria Park District.

Please answer all questions. Note, Company may answer "Yes" to more than one category.

- **Is the Company a Minority Owned Business?** YES NO

Check One:

Company holds Certification for this classification, or

Company is self-certifying

- **Is the Company a Woman Owned Business?** YES NO

Check One:

Company holds Certification for this classification, or

Company is self-certifying

- **Is the Company a Disability-Owned Business?** YES NO

Check One:

Company holds Certification for this classification, or

Company is self-certifying

- **Is the Company a Veteran Owned Business?** YES NO

Check One:

Company holds Certification for this classification, or

Company is self-certifying

- **Is the Company a Service Disabled Veteran Owned Business?** YES NO

Check One:

Company holds Certification for this classification, or

Company is self-certifying

Does Company qualify as a small business under federal Small Business Administration? YES NO

<https://www.sba.gov/document/support-table-size-standards>

Please list the name(s) of the Company majority owner(s): _____

Does Company have any parent and/or subsidiary companies? YES NO

If yes, please list all companies: _____

By signing this form, the Company and the individual signing below attest that the above questions have been answered truthfully, to the best of their knowledge.

Company Name

Company Address

Signature of Company Official

Name / Title

Telephone Number & Fax Number

Email Address



PEORIA PARK DISTRICT

Definitions for Company Ownership Certification

- Selected Classification of Owned Business means a business which is at least 51% owned by one or more persons of the selected ownership classification (i.e. minority, women, veteran, etc.), or in the case of a corporation, at least 51% of the stock in which is owned by one or more persons of the selected ownership classification; and the management and daily operations of which are controlled by one or more of the selected ownership classification individuals who own it.
- Control means the exclusive or ultimate and sole control of the business including, but not limited to, capital investment and all other financial matters, property, acquisitions, contract negotiations, legal matters, officer-director-employee selection and comprehensive hiring, operating responsibilities, cost-control matters, income and dividend matters, financial transactions and rights of other shareholders or joint partners. Control shall be real, substantial and continuing, no pro forma. Control shall include the power to direct or cause the direction of the management and policies of the business and to make the day-to-day as well as major decisions in matters of policy, management and operations. Control shall be exemplified by possessing the requisite knowledge and expertise to run the particular business and control shall not include simple majority or absentee ownership.
- Minority person shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
 - a) American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).
 - b) Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
 - c) Black or African American (a person having origins in any of the black racial groups of Africa).
 - d) Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).
 - e) Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).
- Woman shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender.
- Veteran means a person who (i) has been a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
- Service-Disabled Veteran means a veteran who has been found to have 10% or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
- A Person with a Disability means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, meaning a person with a severe physical or mental disability that:
 - a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, Crohn's disease, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, an intellectual disability, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, ulcerative colitis, specific learning disabilities, or end stage renal failure disease; and
 - b) substantially limits one or more of the person's major life activities.Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) of this subdivision if it is determined by an evaluation of the rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in item (a) of this subdivision.
- Certification means a determination made by the Business Enterprise Council for Minorities, Women, and Persons with Disabilities, or by one delegated authority from the Council to make certifications, or by a State agency with statutory authority to make such a certification, that a business entity is a business owned by a minority, woman, or person with a disability for whatever purpose.

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><small>(Applies to accounts maintained outside the U.S.)</small></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> <hr/>	<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								
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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-INT (interest earned or paid)

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

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

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

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 24% 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.