



## **REQUEST FOR PROPOSALS (RFP)**

**RFP NUMBER:** RFP# 23-1211

**RFP MUST BE DELIVERED BY:** Friday, January 26, 2024 at 10:00 a.m.

**RFP MUST BE MAILED TO:** Laredo College  
Mr. Miguel A. Rangel, Interim Director of  
Purchasing West End Washington Street  
Laredo, Texas 78040

**RFP MAY BE HAND DELIVERED TO:** Laredo College Campus  
Purchasing Department Building  
P-49 room 101

**RFP WILL BE OPENED:** Friday, January 26, 2024 at 10:15 a.m.  
Purchasing Office (Building P-49) Conference  
Room

**THE LAREDO COLLEGE DISTRICT'S BOARD of TRUSTEES ("COLLEGE DISTRICT"),**  
invites your firm to submit proposals for:

### **“Two Used Commercial Semi-Trucks”**

**All proposals should be mailed or hand delivered to:**

**Laredo College  
C/O Mr. Miguel A. Rangel  
Interim Director of Purchasing  
Building P-49 Room 101  
West End Washington Street  
Laredo, TX 78040**

## **STATEMENT OF WORK**

The purpose and intent of this Request for Proposal is to purchase two **(2) Used Commercial Semi-Trucks**.

Quantity: (2) Used Commercial Semi-Trucks with the following specifications:

Year 2019 or newer, less than 550,000 miles, sleeper cab, automatic transmission and 12-speed, must meet or exceed DOT standards. Preferred Make:Freighliner Cascadia, International, Volvo and/or Peterbilt.

## **BRAND NAME OR SUBSTANTIALLY EQUAL PRODUCT**

1. Any identification of the product called for by this Request for Proposal (RFP) by a “Brand Name” is intended to be descriptive not restrictive, and is used to indicate the quality and characteristics of the product that will be satisfactory.
2. If the bidder proposes to furnish a “Substantially Equal” product, the brand name of the product to be furnished must be clearly identified on the Proposal submitted and must include all descriptive material necessary to determine whether the product offered meets the salient characteristic requirements of the “RFP.”
3. Unless the bidder clearly indicates in his Proposal that he is offering a “Substantially Equal” product, the bid shall be considered as offering the name product referred to in the “RFP.”
4. Failure to comply with the above requirements may result in rejection of the Proposal.

## **EVALUATION OF PROPOSAL**

### **GENERAL**

To facilitate the evaluation process, proposals must be submitted as requested by the **District** in the **Section "Submission of Proposals,"** This will insure uniformity of all proposals. Proposals may be rejected if they show omissions, alterations in wording, conditional clauses, or irregularities of any kind. The **District** is the final authority in determining if the proposal is in compliance with RFP, including the specifications, terms and conditions. The **Contractor** may submit proposal for a “Substantially Equal” product. The product specifications, schematics, and picture should be included for products of similar or substantially equal quality.

### **INDEMNIFICATION**

The **Contractor** shall indemnify and hold harmless the **District**, its Trustees, Agents and Employees, from and against any and all claims, demands, and actions or causes of action of any nature whatsoever arising out of or by reason of the execution or performance of the duties and obligations of the **Contractor** under the terms of the contract. The **District** shall notify the Contractor promptly in writing of any claim or action. An indemnification agreement acceptable to the **District** shall be included in the contract.

## **VENUE**

It is understood and agreed by both the **Contractor** and the **District** that venue for any litigation involving the contract shall lie in Webb County, Texas.

## **TIE PROPOSALS**

In the event of tie bids, one shall be selected by the casting of lots.

## **RIGHT TO REJECT PROPOSALS**

The **District** reserves the right to reject any or all proposals, or any part thereof, and to waive any technicalities or informalities.

## **ALL OR NONE**

This is **an all or none** Request for Proposal.  
The College District will not award the contract to multiple vendors.

## **RIGHT TO HOLD PROPOSALS**

The **District** reserves the right to hold proposals for sixty (60) calendar days before awarding the contract.

## **LATE PROPOSALS**

All Proposals delivered shall be stamped with the time and date as proof they were received before the requested time and date. Proposals received after the requested time and date shall be considered late and returned unopened. If a return address is not provided, a late Proposal shall be opened only for identification purposes and then returned. If proposals are hand delivered any late proposals will be stamped disqualified. Mailed proposals will be stamped disqualified and will all be returned at the Contractor's expense.

## **SUBMISSION OF PROPOSALS**

All proposals, whether delivered by hand or mail, are due in **individually numbered sealed envelopes** endorsed with "**RFP 23-1211 Two Used Commercial Semi-Trucks**" on Friday, January 26, 2024 at 10:00 a.m. at the **District's** Purchasing Office, Building P-49.

Contractors must submit 1 **original seal** proposal labeled as **original** with 6 **sealed copies** and 1 **electronic proposal** via USB drive of the following items to the College District. (The submission of less than 7 binders will render vendor disqualified), if mailed all binders must meet the deadline date and time. At a minimum, the proposal is to include a Table of Contents with tabs and placed in binders and/or in three ring binders with the following Sections:

## **Proposal Format**

A. Table of Contents

B. Cover Page

C. Required items:

- Make and model of the truck.
- Mileage (Odometer)
- Warranty if any
- Price of each truck

D. Completed Forms -

- RFP (Form I)
- Felony Conviction Affidavits (Form II)
- Conflict of Interest Questionnaire (Form III)
- Vendor Certification (Form IV)
- W- 9 (Form V)

### **OPENING OF PROPOSALS**

Proposals shall be publicly opened at 10:15 a.m. Friday, January 26, 2024, at the Purchasing Office, Conference Room. It should be noted that only the names of the companies will be read publicly. Information regarding the offers will not be released until an award is made by the **District**.

### **REP INTERPRETATION**

No interpretation to the meaning of the "Request for Proposal" ("RFP") or other documents shall be given orally. Every request for interpretation will be in writing, addressed to the Interim Director of Purchasing, and must be received at least ten (**10**) calendar days prior to the date fixed for the opening of the Proposal. Any and all such interpretations and supplemental instructions shall be in the form of written addenda to the "Request for Proposal," which if issued, shall be mailed to all known prospective **Contractor** no later than five (5) calendar days prior to the date fixed for the opening of the Proposal. Failure of any **Contractor** to receive any such addenda or interpretations shall not relieve such **Contractor** from any obligation under this bid as submitted. All addenda so issued shall become part of the contract document.

## **MODIFICATIONS OR WITHDRAWALS BEFORE RFP OPENING**

Modifications or withdrawals of a Proposal shall be accepted only when the same is received on or before the fixed time scheduled for opening. Such requests must be executed in writing, or withdrawn in person by the **Contractor** or his authorized representative, provided identity is made known and a receipt for the proposal is signed.

## **MODIFICATIONS OR WITHDRAWALS BY SUCCESSFUL CONTRACTOR**

Modifications or withdrawal of a Proposal shall be accepted only from the successful **Contractor** if the change is executed in writing and is to the best interest of the **District** and not prejudicial to any other **Contractor**.

## **CONFLICT OF INTEREST**

- A. Any Board member, who has a substantial interest, either direct or indirect in any business entity seeking to contract with the District, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extend of interest and shall abstain from any participation in the matter.
- B. Contractors must convey any conflict of interest that may exist if selected to perform the Contract in accordance with the District's Manual of Policy and applicable state and local laws.

## **AVAILABILITY OF FUNDS**

All awards are subject to approval upon availability of funds.

## **SALES TAX EXEMPTION**

The College District hereby claims exemption from payment of taxes for the purchase of taxable goods and/or services under the Internal Revenue Code Section 501 (c) (3) and the Revised Civil Statutes of Texas, Chapter 20, Title 122A, as a Non-Profit Educational Institution.

## **SHIPPING MERCHANDISE**

Merchandise must be shipped FOB Destination, such that, title of goods will not pass to the District's receiving dock, and the price must include the freight charge if applicable.

## **DETERMINING AWARD**

To determine to whom the contract will be awarded and to comply with Education Code 44.031, the **College District** shall consider:

1. The purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the **District's** needs;
5. The vendor's past relationship with the **District**;
6. The impact on the ability of the **District** to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the **District** to acquire the vendor's goods or services;
8. Whether the vendor or vendor's ultimate parent company or majority owner: A) has its principal place of business in Texas; or B) employs at least 500 persons in Texas; and
9. Any other relevant factors specifically listed in this RFP.

The **District** is the final authority in determining if the proposal is in compliance with specifications.

A committee composed of representatives of the **District** will evaluate the proposals. The **District** reserves the right to interview finalists to clarify information provided in the proposals. The committee may also conduct site visits of other institutions or businesses where the **Contractor** is providing current services.

## **SELECTION OF PROPOSALS FOR REVIEW BY THE BOARD OF TRUSTEES**

Following the evaluations, the committee may recommend one or two proposals to the Board of Trustees. The Board of Trustees will make a final selection based upon the evaluation committee's recommendation and such other factors as the Board deems to be in the **District's** best interest.

## **SELECTION OF CONTRACTOR BY BOARD OF TRUSTEES**

Once a final selection has been made, the **District** will submit to the selected **Contractor** a contract, which will include at least those terms, set forth in this RFP. If the **District** and the selected Contractor have not executed a contract within thirty (30) calendar days after the award, the **District** will negotiate with the **Contractor** submitting the next best proposal.

## **CONTRACT AWARD AND EXECUTION**

The District reserves the right to execute an award without further discussion of the proposal submitted. The proposal should be initially submitted on the most favorable terms that can be offered. The Contractor shall specifically stipulate in the cover letter that the proposal is predicated upon the acceptance of all specifications, terms and conditions stated in this RFP. It is the intent of the District to award the contract within sixty calendar days from the date of the RFP opening.

## **HOUSE BILL 1295 – CERTIFICATE OF INTEREST PARTIES FORM 1295**

Effective January 1, 2016 all contracts requiring an action or vote by the Laredo College Board of Trustees', regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties," per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contract(s), contract amendment(s), renewal(s) or change order(s) are required to complete the Form 1295 online through the State of Texas Ethics Commission website at the time the business entity Government Code §2252.908 (4d) submits the signed contract.

Additional information can be found at:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm),

## **ADDITIONAL INFORMATION**

For additional information or questions, contact Mr. Miguel A. Rangel, at (956) 721-5126. Proposals should be mailed or hand delivered sealed to:

LAREDO COLLEGE  
C/O Miguel A. Rangel – Interim Director of Purchasing  
WEST END WASHINGTON STREET  
LAREDO, TEXAS 78040

**RFP Form I**

<b>Quantity</b>	<b>Description</b>	<b>Amount</b>
<b>2</b>	<b>Used Commercial Semi-Trucks</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>
	<b>Extended Warranty</b>  How many years? Per each additional year cost? Other	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>          \$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>
	<b>Shipping charge ( if applicable</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>
	<b>Total</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>

**\*Note: All prices quotes must include F.O.B. Destination**

## **RFP Form II**

### **FELONY CONVICTION AFFIDAVIT AND NOTIFICATION**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “ ... a person or business entity that enters into a Contract with the a District must give advance notice to the District if the person or an owner of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “... a school District may terminate a Contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract”.

- ☐ This Notice is not required if your firm is a publicly held corporation. Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code 44.034.
- ☐ I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Applicant's Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

☐ City, State, and Zip Code: \_\_\_\_\_

☐ Print name of the Authorized Company Official: \_\_\_\_\_

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

**Signature/Date of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ My firm is not owned nor operated by anyone who has been convicted of a felony or I have never been convicted of a felony.

**Signature/Date of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

**Name of Felon(s):** \_\_\_\_\_

(Attach additional sheet if necessary)

**Details of Conviction(s):** \_\_\_\_\_

(Attach additional sheet if necessary)

**Signature/Date of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## Date Received

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5	Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.
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6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

Signature of vendor doing business with the governmental entity

Date \_\_\_\_\_

**\*Note: signature and date is required on this form.**

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**FORM IV**  
**VENDOR CERTIFICATION**

**All Fields Must Be Filled Out**

Firm Name: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ File Number: \_\_\_\_\_

Is your firm a corporation? Yes: \_\_\_\_\_ No: \_\_\_\_\_

1. Represents that he/she is not indebted to the College District or State of Texas. Indebtedness to the College District shall be a basis for non-award and/or cancellation of any award. Initial \_\_\_\_\_
2. Certifies that he/she will not engage in employment practices, which have the effect to discriminate against employees and prospective employees because of race, color, religion, national origin, sex, age, disability, political belief or affiliation, and that this contractor will abide by the federal, state and local EEO requirements. Initial \_\_\_\_\_
3. Acknowledges they have read, understand and agree to the requirements of the specifications and all other provisions of this solicitation. Initial \_\_\_\_\_
4. Certifies that this contractor has not colluded or attempted to collude with other contractors or merchants in the trade to fix or hold prices above the level attained through a free and competitive market. Initial \_\_\_\_\_
5. Certifies that the owner operator has not been convicted of a felony. Except as indicated on a separate attachment to this proposal in accordance with Section 44.034 Texas Education Code. Initial \_\_\_\_\_
6. Is a historically underutilized business (HUB) Yes: \_\_\_\_\_ No: \_\_\_\_\_
7. The vendor or vendor's ultimate parent company or majority owner: A) has its principal place of business in Texas; Yes: \_\_\_\_\_ No: \_\_\_\_\_ or;  
B) employs at least 500 persons in Texas. Yes: \_\_\_\_\_ No: \_\_\_\_\_
8. Certifies that is not currently and shall not enter conduct business with Iran, Sudan, or a foreign terrorist organization during the potential contract period. Pursuant to Section 2270.001 Texas Government Code Initial \_\_\_\_\_
9. Certifies that it is not currently and shall not boycott Israel during the potential contract period. Pursuant to Section 2270.001 Texas Government Code. Initial \_\_\_\_\_

Effective on September 1, 2017 under the provisions of Subtitle F, Title 10, Texas Governmental Code Chapter 2270.001:

- A. "Boycott Israel" means refusing to deal with, terminating business activates with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israeli-controlled territory, but does not include an action made for ordinary business purposes, and
- B. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I certify that I am over the age of eighteen and authorized to submit a binding proposal on behalf of this company and that this proposal conforms to the required specifications unless so noted in writing.

PRINT NAME: \_\_\_\_\_ TITLE : \_\_\_\_\_

E MAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# FORM V

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

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

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

### Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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? on page 2.*

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?* on page 2 for further information.

Cat. No. 10231X

Form **W-9** (Rev. 12-2014)