

## Stacel, Lori

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**From:** Newport, Jeremy <Jeremy.Newport@rsmus.com>  
**Sent:** Wednesday, May 5, 2021 11:33 AM  
**To:** Stafford, Cindy  
**Cc:** Klopsch, Norbert S.;Kristi Hale;Judy Cook;Jacques, Robert  
**Subject:** RE: EXT: Fwd: Bank Account  
**Attachments:** W9 form revised October 2018.pdf

Hello Cindy,

Please see the attached.

Kind regards,

**Jeremy Newport**  
Assurance Manager

RSM has created a [COVID-19 resource center](#) on our website to support you, including a weekly webcast series beginning Wednesday, March 18, to address business continuity planning, tax and regulatory guidance, industry impact, the overall economy and other emerging trends. We are also in touch with officials in Washington, D.C. and the states regarding tax relief. Please [sign up to receive our tax alerts](#) to get updates as they are available.

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**From:** "Stafford, Cindy" <[stafford@oakwood.oh.us](mailto:stafford@oakwood.oh.us)>  
**Date:** April 29, 2021 at 11:10:16 AM EDT  
**To:** "Klopsch, Norbert S." <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>, Jeremy Newport <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>  
**Cc:** Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>, Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>, "Jacques, Robert" <[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us)>, "Stafford, Cindy" <[stafford@oakwood.oh.us](mailto:stafford@oakwood.oh.us)>  
**Subject:** RE: Bank Account

Jeremy:

We need a completed W-9. I have attached the form. We also need a copy of your IRS approved 501 (c) 3 letter.

Thanks,

Cindy

Cindy S. Stafford, CPA  
Finance Director  
City of Oakwood  
30 Park Avenue  
Oakwood, Ohio 45419  
(937)298-0402(w)  
(937)297-2940(f)  
[Stafford@oakwood.oh.us](mailto:Stafford@oakwood.oh.us)

-----Original Message-----

From: Klopsch, Norbert S.  
Sent: Thursday, April 29, 2021 10:46 AM  
To: Jeremy Newport <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>  
Cc: Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>; Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>; Stafford, Cindy <[stafford@oakwood.oh.us](mailto:stafford@oakwood.oh.us)>; Jacques, Robert <[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us)>  
Subject: RE: Bank Account

Jeremy,

Attached are the three invoices from Josh Green that we need to pay as soon as possible.

I am copying Oakwood Finance Director Cindy Stafford and City Attorney Rob Jacques on this email so you three can coordinate whatever is needed for the city to immediately disburse the MLK Funds to our OIC.

Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

-----Original Message-----

From: Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>  
Sent: Thursday, April 29, 2021 8:45 AM  
To: Jeremy Newport <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>; Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>; Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>  
Subject: RE: Bank Account

Jeremy,

I'm swamped this week, so I'd prefer DocuSign.

Thank you,  
Kristi

-----Original Message-----

From: Jeremy Newport [<mailto:newporjd@yahoo.com>]  
Sent: Thursday, April 29, 2021 7:57 AM  
To: Norbert S. Klopsch <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>; Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>;  
Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>  
Subject: Bank Account

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

So Jeff Wrenn got back to me this week and he was missing forms such as our meeting minutes and also our IRS EIN letter. All that is squared away now.

Can everybody make it to the bank today to sign final documents? If not, he could do DocuSign. Just let me know availability. In addition, he will need our initial deposit to open the account.

Kind regards,  
Jeremy Newport

Sent from my iPhone

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Oakwood Inclusion Coalition</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>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 <b>not</b> 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.</small>  <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.) See instructions. <b>30 Park Avenue</b>	Requester's name and address (optional) <b>CITY OF OAKWOOD ACCTS PAYABLE</b>
6 City, state, and ZIP code <b>Oakwood, OH 45419</b>	<b>30 PARK AVE</b> <b>OAKWOOD OH 45419</b>
7 List account number(s) here (optional) <b>LCNB - Routing 042205708 Acct # 100565937</b>	

**Part I Taxpayer Identification Number (TIN)**

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

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

Social security number	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
or	
Employer identification number	
8 6 - 1 8 1 9 1 9 8	

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Jeremy Heywood</i>	Date ▶ <b>5/5/2021</b>
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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](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, 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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://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](http://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 <sup>1</sup>
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 <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>*</sup>
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 <sup>4</sup>
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

<sup>1</sup> 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.

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

<sup>3</sup> 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.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, 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](mailto: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](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://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.

**Stacel, Lori**

---

**From:** Jeremy Newport <newporjd@yahoo.com>  
**Sent:** Tuesday, May 11, 2021 5:21 PM  
**To:** Stafford, Cindy  
**Cc:** Kristi Hale;Judy Cook;Jacques, Robert  
**Subject:** Re: Bank Account

Hello Cindy,

Do you have an update on whether or not funds will be transferred? Last we talked you indicated you needed to transfer MLK fund to General Fund and you were researching whether you could make donation.

Kind regards,  
Jeremy Newport

Sent from my iPhone

> On May 4, 2021, at 10:42 AM, Stafford, Cindy <stafford@oakwood.oh.us> wrote:  
>  
> Jeremy:  
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> We are still waiting on the W-9. We cannot enter the OIC as a vendor without a completed W-9.  
>  
> Cindy  
>  
> Cindy S. Stafford, CPA  
> Finance Director  
> City of Oakwood  
> 30 Park Avenue  
> Oakwood, Ohio 45419  
> (937)298-0402(w)  
> (937)297-2940(f)  
> Stafford@oakwood.oh.us  
>  
> -----Original Message-----  
> From: Stafford, Cindy  
> Sent: Thursday, April 29, 2021 11:09 AM  
> To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Jeremy Newport <newporjd@yahoo.com>

> Cc: Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Jacques, Robert <Jacques@oakwood.oh.us>; Stafford, Cindy <stafford@oakwood.oh.us>  
> Subject: RE: Bank Account  
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> -----Original Message-----  
> From: Klopsch, Norbert S.  
> Sent: Thursday, April 29, 2021 10:46 AM  
> To: Jeremy Newport <newporjd@yahoo.com>  
> Cc: Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Stafford, Cindy <stafford@oakwood.oh.us>; Jacques, Robert <Jacques@oakwood.oh.us>  
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> Jeremy,  
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> Attached are the three invoices from Josh Green that we need to pay as soon as possible.  
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> I am copying Oakwood Finance Director Cindy Stafford and City Attorney Rob Jacques on this email so you three can coordinate whatever is needed for the city to immediately disburse the MLK Funds to our OIC.  
>  
> Norb  
>  
> Norbert S. Klopsch  
> Oakwood City Manager  
> (937) 298-0600  
>

> -----Original Message-----

> From: Kristi Hale <hale@wrightlibrary.org>

> Sent: Thursday, April 29, 2021 8:45 AM

> To: Jeremy Newport <newporjd@yahoo.com>; Klopsch, Norbert S.  
<Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>

> Subject: RE: Bank Account

>

> Jeremy,

>

> I'm swamped this week, so I'd prefer DocuSign.

>

> Thank you,

> Kristi

>

> -----Original Message-----

> From: Jeremy Newport [mailto:newporjd@yahoo.com]

> Sent: Thursday, April 29, 2021 7:57 AM

> To: Norbert S. Klopsch <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>;  
Kristi Hale <hale@wrightlibrary.org>

> Subject: Bank Account

>

> CAUTION: This email originated from outside of the organization. Do not click links or open  
attachments unless you recognize the sender and know the content is safe.

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> So Jeff Wrenn got back to me this week and he was missing forms such as our meeting  
minutes and also our IRS EIN letter. All that is squared away now.

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> Can everybody make it to the bank today to sign final documents? If not, he could do  
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account.

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> Kind regards,

> Jeremy Newport

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> Sent from my iPhone

## Stacel, Lori

---

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**Sent:** Tuesday, May 11, 2021 6:58 PM  
**To:** Jeremy Newport  
**Cc:** Kristi Hale;Judy Cook;Jacques, Robert  
**Subject:** Re: Bank Account

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Unfortunately, Norb left for vacation on May 4th. He will be back tomorrow and will be able to approve the purchase order.

Will you be picking up the check once it is processed on Thursday or Friday?

Thanks,

Cindy

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> Cindy

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> Cindy S. Stafford, CPA

> Finance Director

> City of Oakwood

> 30 Park Avenue

> Oakwood, Ohio 45419

> (937)298-0402(w)

> (937)297-2940(f)

> Stafford@oakwood.oh.us

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**Stacel, Lori**

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**From:** Stafford, Cindy  
**Sent:** Wednesday, May 12, 2021 8:19 AM  
**To:** Stafford, Cindy  
**Cc:** Stafford, Cindy  
**Subject:** FW: Bank Account

*Cindy S. Stafford, CPA*

Finance Director  
City of Oakwood  
30 Park Avenue  
Oakwood, Ohio 45419  
(937)298-0402(w)  
(937)297-2940(f)  
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> Sent: Thursday, April 29, 2021 10:46 AM

> To: Jeremy Newport <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>

> Cc: Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>; Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>; Stafford, Cindy

> <[stafford@oakwood.oh.us](mailto:stafford@oakwood.oh.us)>; Jacques, Robert <[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us)>

> Subject: RE: Bank Account

>

> Jeremy,

>  
> Attached are the three invoices from Josh Green that we need to pay as soon as possible.  
>  
> I am copying Oakwood Finance Director Cindy Stafford and City Attorney Rob Jacques on this email so you three can coordinate whatever is needed for the city to immediately disburse the MLK Funds to our OIC.  
>  
> Norb  
>  
> Norbert S. Klopsch  
> Oakwood City Manager  
> (937) 298-0600  
>  
> -----Original Message-----  
> From: Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>  
> Sent: Thursday, April 29, 2021 8:45 AM  
> To: Jeremy Newport <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>; Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>; Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>  
> Subject: RE: Bank Account  
>  
> Jeremy,  
>  
> I'm swamped this week, so I'd prefer DocuSign.  
>  
> Thank you,  
> Kristi  
>  
> -----Original Message-----  
> From: Jeremy Newport [<mailto:newporjd@yahoo.com>]  
> Sent: Thursday, April 29, 2021 7:57 AM  
> To: Norbert S. Klopsch <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>; Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>; Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>  
> Subject: Bank Account  
>  
> CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.  
>  
>  
> So Jeff Wrenn got back to me this week and he was missing forms such as our meeting minutes and also our IRS EIN letter. All that is squared away now.  
>  
> Can everybody make it to the bank today to sign final documents? If not, he could do DocuSign. Just let me know availability. In addition, he will need our initial deposit to open the account.  
>  
> Kind regards,  
> Jeremy Newport  
>  
>  
> Sent from my iPhone

## Stacel, Lori

---

**From:** Jacques, Robert  
**Sent:** Wednesday, May 12, 2021 10:27 AM  
**To:** Kristi Hale (hale@wrightlibrary.org); Jeremy Newport; Judy Cook  
**Cc:** Klopsch, Norbert S.  
**Subject:** OIC mail received  
**Attachments:** LCNB Welcome Letter.pdf; Account Agreement.pdf; Funds Availability Policy.pdf; Fee Schedule.pdf; Personal Info Notice .pdf

All,

The attached documents arrived today from LCNB. I am forwarding for your records.

Jeremy: Also included in the envelope was a new vinyl checkbook. It includes a couple of starter deposit slips but no checks. Cindy Stafford will be emailing you as soon as the MLK check is available for pickup, so you can get the checkbook at the same time. Alternatively, please advise if it should go to someone else.

Regards //Rob

**Robert F. Jacques, Esq. | Law Director**  
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419  
T: (937) 298-0600  
F: (937) 297-2940  
[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us) | [www.oakwoodohio.gov](http://www.oakwoodohio.gov)



<b>FACTS</b>	<b>WHAT DOES LCNB Corp. DO WITH YOUR PERSONAL INFORMATION?</b>
<b>Why?</b>	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
<b>What?</b>	The types of personal information we collect and share depend on the product or service you have with us. This information can include: <ul style="list-style-type: none"> <li>• Social Security number and Payment history</li> <li>• Income and Transaction history</li> <li>• Account Balance and Credit history</li> </ul>
<b>How?</b>	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons <b>LCNB Corp.</b> choose to share; and whether you can limit this sharing.

<b>Reasons we can share your personal information</b>	<b>Does LCNB Corp. share?</b>	<b>Can you limit this sharing?</b>
<b>For our everyday business purposes—</b> such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	<b>Yes</b>	<b>No</b>
<b>For our marketing purposes—</b> to offer our products and services to you	<b>Yes</b>	<b>Yes</b>
<b>For joint marketing with other financial companies</b>	<b>Yes</b>	<b>Yes</b>
<b>For our affiliates' everyday business purposes—</b> information about your transactions and experiences	<b>Yes</b>	<b>No</b>
<b>For our affiliates' everyday business purposes—</b> information about your creditworthiness	<b>Yes</b>	<b>Yes</b>
<b>For our affiliates to market to you</b>	<b>Yes</b>	<b>Yes</b>
<b>For nonaffiliates to market to you</b>	<b>No</b>	<b>We don't share</b>

<b>To limit our sharing</b>	<ul style="list-style-type: none"> <li>• Call Toll-free 800-344-2265</li> <li>• Visit any of our branches</li> </ul> <p><b>Please note:</b> If you are a <i>new</i> customer, we can begin sharing your information 30 days from the date we sent this notice. When you are <i>no longer</i> our customer, we continue to share your information as described in this notice. However, you can contact us at any time to limit our sharing.</p>
<b>Questions?</b>	Call Toll-free 800-344-2265 or go to Visit any of our branches

Who we are	
Who is providing this notice?	LCNB Corp.

What we do	
How does LCNB Corp. protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does LCNB Corp. collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> <li>▪ <b>Open an account</b> or Provide account information</li> <li>▪ <b>Deposit money</b> or Show your government-issued ID</li> <li>▪ <b>[Apply for a loan</b></li> </ul> <p><b>We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.</b></p>
Why can't I limit all sharing?	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> <li>▪ Sharing for affiliates' everyday business purposes – information about your creditworthiness</li> <li>▪ Affiliates from using your information to market to you</li> <li>▪ Sharing for nonaffiliates to market to you</li> </ul> <p>State laws and individual companies may give you additional rights to limit sharing. <b>See below for more information on your rights under state law.</b></p>
What happens when I limit sharing for an account I hold jointly with someone else?	<b>Your choices will apply to everyone on your account.</b>

Definitions	
<b>Affiliates</b>	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>▪ <i>Our affiliates include: LCNB National Bank, LCNB Title Services and LCNB Risk Management.</i></li> </ul>
<b>Nonaffiliates</b>	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>▪ <i>LCNB Corp does not share with non-affiliates so they can market to you.</i></li> </ul>
<b>Joint marketing</b>	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> <li>▪ <i>Our joint marketing partner includes credit card companies</i></li> </ul>

Other Important Information	
<p>Below is the link to the State of Ohio Privacy and Security website. This website acts as a privacy and security knowledge center for the citizens, businesses, and employees of the State of Ohio. Please peruse the site and check often for the latest updates. <a href="http://www.privacy.ohio.gov">http://www.privacy.ohio.gov</a></p>	



ACCOUNT AGREEMENT

LCNB National Bank
Oakwood Office
2705 Far Hills Ave
Dayton, OH 45419-0000

Account Number: [REDACTED] R1

Account Owner(s) Name & Address
Oakwood Inclusion Coalition
30 Park Ave
Oakwood, OH 45419

Agreement Date: 04/28/2021 By: J Kozee

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: Small Business Checking

Checking Savings NOW
Initial Deposit \$ 50.00 Source: Cash

Ownership of Account - PERSONAL Purpose
Individual
Joint - With Survivorship
Joint - No Survivorship
Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation
as Defined in this Agreement
(Name and Address of Beneficiaries):

Additional Information:

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledges the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
Electronic Fund Transfers Privacy Substitute Checks
Common Features

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose
Sole Proprietorship Single-Member LLC Partnership
LLC (LLC tax classification: C Corp S Corp Partnership)
C Corporation S Corporation Non-Profit
Not for Profit Corporation

Business: Religious, Charitable and educatio

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)

By signing at right, I, Oakwood Inclusion Coalition, certify under penalties of perjury that the statements made in this section are true.

TIN: 86-1819198 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any)

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

(1): [X]

Kristi J Hale

I.D. # [REDACTED] R2 D.O.B. 12/21/1965

(2): [X]

Dorothy G Cook

I.D. # [REDACTED] R2 D.O.B. 5/20/1933

(3): [X]

Jeremy Newport

I.D. # [REDACTED] R2 D.O.B. 12/31/1991

(4): [X]

I.D. # D.O.B.

Authorized Signer (Individual Accounts Only)

[X]

I.D. # D.O.B.

**CONVENIENT BANKING SERVICES & FEES**

Effective Jan 1, 2021

**Checking & Savings Account Fees**

NSF (Non-sufficient Funds)	
NSF (Overdraft) Paid Item Fee .....	\$35.00
(each check, ACH Debit, ATM or In-person withdrawal, Point of Sale, Online or Telephone transfer)	
NSF Return Item Fee	\$35.00
Continuous Overdraft Fee – Business & Savings Account only .....	\$ 7.00
(daily fee begins on the 6 <sup>th</sup> overdrawn day)	
Item Deposited, returned (Chargeback).....	\$10.00
Stop Payment (each request).....	\$35.00
New Account Closing Fee .....	\$25.00
(If account closes within the first 180 days)	
Duplicate Statements .....	\$ 5.00
Rejected Check .....	\$ 1.00
(Checks Rejected in our machines which were not ordered through our approved provider will incur a per item fee. 30-Day notice will be given prior to allow time for you to correct your check supply.)	

**Account Transfer**

Telephone Transfer .....	\$ 1.00
LCNB On-Line .....	FREE
BankLine .....	FREE
Mobile Banking .....	FREE

**Debit MasterCard & ATM Transaction Fees**

Use of LCNB National Bank or participating MoneyPass network ATMs .....	FREE
Use of non-LCNB National Bank or non-participating MoneyPass .....	\$ 2.00
Network ATMs	
Debit MasterCard Cash Back .....	\$ 1.00
(This fee may be applies when you use your LCNB Debit MasterCard To make a purchase and you request cash back or the merchant Processes the transaction as an ATM withdrawal)	
Replacement Card (First replacement free) .....	\$10.00
False Dispute .....	\$25.00
(This fee may be assessed if you submit a claim of an unauthorized charge to your account and during the investigative period covered under Reg E we determine that the charge was previously authorized or Terms & Conditions of merchant were not followed as agreed.)	
International Service Assessment Fee for multi-currency POS/ATM transactions .....	
..... 3% of transaction amount	

**On-Line Banking Fees**

LCNB On-Line Banking ( <a href="http://www.lcnb.com">www.lcnb.com</a> )	FREE
Bill Payment Service	
Personal and Non-Corporate .....	FREE
Corporation Accounts .....	\$ .50

**Miscellaneous Fees**

Cashier's Checks .....	\$ 4.00
Premier Checking Accounts .....	FREE
Hometown Checking Plus .....	FREE
LCNB Money Market Accounts .....	FREE
Notary Service on premises	FREE
Special Handling fee	\$25.00
Guardianship fee	\$10.00
(Applicable for Guardianship filed in Warren County only)	
Guaranteeing Signatures	FREE
(Service for LCNB customers only at our Main Office, Hamilton, Waynesville and Colerain Township, Western Ave, Washington CH, Eaton, Brookville Branches Monday-Saturday).	
Coin Machine Services (Customers)	FREE
(Non-customers charged 1% of coin run. \$5 minimum charge)	
Collections (per item fee for handling incoming collections)	\$20.00
Redemption of Bonds & Coupons	\$ 5.00
Garnishment Processing	\$80.00
Domestic Wire Transfers	
Incoming	\$10.00
Outgoing	\$25.00
International Wire Transfers	
Incoming	\$15.00
Outgoing	\$45.00
Dormant Account monthly fee	\$ 5.00
(Notice will be mailed 60 days prior to dormant status)	
Stock or Bond Transactions	(see below)
(These transactions are handled by our brokerage partner, LPL. For information please see your LCNB Branch Manager.)	

**Miscellaneous Fees continued**

Records, Research and Copies (see below)

(Fee for providing documents other than those provided through  
The normal operation of your account is **\$25 per hour for research  
and \$.25 per copy (\$10 minimum charge).**

\*If you have chosen not to receive your imaged checks, you will be  
Provided up to four items free per statement (does not apply to  
Free Checking) if you notify us with the paid date of each item  
within 90 calendar days of receiving your statement. After 90  
days, normal research fees will apply.

Return Mail \$ 5.00

\*If the bank receives statements or notices returned from the post  
Office due to a change of address, the bank will make every effort  
to contact you and verify the new address. If we are unsuccessful  
In contacting you via phone or in writing, we will charge a \$5 fee for  
each piece of mail.

**Safe Deposit Boxes**

2x4	\$18 or \$28 plus tax
2x5	\$25 or \$35 plus tax
3x5	\$31.25 or \$41.25 plus tax
4x4	\$34 or \$44 plus tax
4x8	\$46 or \$56 plus tax
5x5	\$46.25 or \$56.25 plus tax
3x10	\$42.50 or \$52.50 plus tax
5x10	\$57.50 or \$67.50 plus tax
8x10	\$62 or \$72 plus tax
10x10	\$80 or \$90 plus tax
Savings with auto debit from LCNB Account	\$10.00
Late fee (after 10-day grace period)	\$10.00
Replacement fee for lost key	Call for details
<b>Safebox sizes may vary at each office</b>	<b>Call for details</b>



May 4, 2021

Oakwood Inclusion Coalition  
30 Park Ave  
Oakwood OH 45419

Dear Oakwood Inclusion Coalition,

Thank you for opening an additional account with LCNB National Bank! It may have been awhile since you opened your first one, so I have enclosed a flyer with some reminders about the convenience tools that are available to help you get the most out of your new deposit account.

If you have questions about any of these services or about any of the other financial services LCNB offers like mortgage, personal loans, or business banking, we're here to help. Please call me, visit a branch, or contact our Client Care Team at 800.344.2265.

Again, thank you for relying on LCNB. We'll do our best to continue to provide you with outstanding service.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Wren", written over the word "Sincerely,".

Jeff Wren  
Branch Manager  
LCNB National Bank  
800-344-2265 EXT 34101





## Funds Availability Policy Disclosure for Deposit Accounts

The Expedited Funds Availability Act, implemented by Regulation CC, regulates the amount of time a bank can hold funds from checks deposited into transaction accounts (business and personal).

LCNB National Bank's policy is to provide you access to your money within the guidelines of sound banking practices. Our goal is to make funds from your deposit available to you on the first business day after the day we receive your deposit. Electronic direct deposits and funds from wire transfers will be available on the day we receive the deposit. At that time, you may withdraw the funds in cash and we will use the funds to pay checks that you have written.

For determining the availability of your deposits, every day is a business day, except Saturdays, Sundays, and federal holidays. If you make a deposit before 5 p.m. Eastern Standard Time/EST (Monday - Thursday), and 6 p.m. EST on Fri or if you make a deposit at our Worthington Branch only, before 4 p.m. EST (Monday - Friday) we will consider that day to be the day of your deposit. However, if you make a deposit after those hours, we will consider that deposit made on the next business day.

In some cases, we will not make all of the funds you deposit by check available at the times shown above. Depending on the check you deposit, funds may not be available until the second business day after the day of your deposit. However, the first \$225 of your deposit will be available on the next business day. (Please see "Longer Delays May Apply" below.)

If we are not going to make all of the funds from your deposit available on the next business day, we will notify you at the time you make your deposit. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will mail you the notice by the day after we receive your deposit.

**If you need the funds from a deposit right away, you should ask us when the funds will be available.**

### **LONGER DELAYS MAY APPLY**

Funds you deposit by check may be delayed for a longer period under the following circumstances. We will notify you if we delay your ability to withdraw funds for any of these reasons, and we will tell you when the funds will be available. They will generally be available no later than the 9th business day after the day of your deposit.

- We believe a check you deposited will not be paid.
- A check you deposited was previously returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- The checks you deposited on this day exceed \$5,525.
- An emergency, such as failure of communications or computer equipment has occurred.

**New Account:** An account is considered new if it has been open 30 days or less, unless each of the customers on the account has another transaction account at LCNB National Bank. Cash and electronic deposits will be available by the next business day. The first \$5,525 in checks deposited into your account, drawn on the U.S. Treasury, Federal Reserve Banks, Federal Home Loan Banks, and other next-day items, will be available the next business day; all other deposits will be available no later than on the ninth business day following the banking day of the deposit.

**ACCOUNTS NOT GOVERNED BY REGULATION CC:** Money Fund, Savings, Club Accounts, Certificate of Deposit

## Stacel, Lori

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**From:** Jacques, Robert  
**Sent:** Wednesday, May 12, 2021 10:29 AM  
**To:** Kristi Hale;Jeremy Newport;Judy Cook  
**Cc:** Klopsch, Norbert S.  
**Subject:** RE: OIC mail received  
**Attachments:** Account Details.pdf

Sorry; here is one more document that I apparently did not attach. //Rob

Robert F. Jacques, Esq. | Law Director  
(937) 298-0600  
[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us) | [www.oakwoodohio.gov](http://www.oakwoodohio.gov)



---

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**Sent:** Wednesday, May 12, 2021 10:27 AM  
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**Cc:** Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>  
**Subject:** OIC mail received

All,

The attached documents arrived today from LCNB. I am forwarding for your records.

Jeremy: Also included in the envelope was a new vinyl checkbook. It includes a couple of starter deposit slips but no checks. Cindy Stafford will be emailing you as soon as the MLK check is available for pickup, so you can get the checkbook at the same time. Alternatively, please advise if it should go to someone else.

Regards //Rob

Robert F. Jacques, Esq. | Law Director  
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419  
T: (937) 298-0600  
F: (937) 297-2940  
[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us) | [www.oakwoodohio.gov](http://www.oakwoodohio.gov)





SPECIFIC ACCOUNT DETAILS

LCNB National Bank
Oakwood Office
2705 Far Hills Ave
Dayton, OH 45419

P1

Terms following a " " apply only if checked.
Acct: Small Business Checking
Acct #:
Date: 04/28/2021 Rate(s) accrue as of this date.

EARNINGS

- Interest: Variable Rate OR Fixed Rate
The interest rate for your account is %
The interest rate(s) may change.
We will pay the rate(s) on this account
We will not decrease this rate unless we give you at least days' notice in writing.
Tiered rate: The interest rate for your account depends upon the applicable rate tier(s).
Initial rate: The initial interest rate
Variable Rate Determination
At our discretion, we may change the interest rate(s).
The interest rate(s)

Variable Rate Change Frequency

- We may change the interest rate(s) on your account

Variable Rate Change Limitations

- The interest rate will not be less than %
The interest rate will not be more than %

- Credit Against Fees: This account earns a credit that may be applied against
If the amount of the credit exceeds the amount of these fees, you will not receive any credit for the difference.
The earnings credit will be calculated by applying the rate of to the balance in the account for each
The earnings credit rate for this account is
At our discretion and at any time, we may change the rate.

Accrual of Earnings on NonCash Deposits

- Earnings begin to accrue no later than the business day we receive credit for noncash items (for example, checks).
For deposits of noncash items (for example, checks), earnings begin to accrue

Interest Compounding and Crediting

- Interest be compounded
Interest will be credited
Effect of closing - If you close your account before interest is credited, you receive the accrued interest.

Balance Computation Method

- Daily Balance Method. This method applies a daily periodic rate to the principal balance for each day.
Average Daily Balance Method. This method applies a periodic rate to the average daily balance for the

MINIMUM BALANCE REQUIREMENTS

- Balance to open. You must deposit at least \$ 50.00 to open this account.
Balance to avoid imposition of fees.
To avoid the imposition of the service charge you must meet the following requirement(s):
A of \$
will be imposed every if the balance in the account falls below \$ any day of the
A service charge of \$ 5.00 will be imposed every statement cycle if the average daily balance for the statement cycle falls below \$ 500
Balance to obtain earnings.
You must maintain a minimum balance of \$ to obtain the disclosed rate(s).

**TRANSACTION LIMITATIONS**

Transfers from this account to another account or to third parties by means of  preauthorized,  automatic,  telephonic,  \_\_\_\_\_ transfers are limited to \_\_\_\_\_ per \_\_\_\_\_.

No more than \_\_\_\_\_ of these may be made by  check,  draft,  debit card,

\_\_\_\_\_, or similar order to a third party.

If you exceed the transfer limitations set forth above during any \_\_\_\_\_, your account may be \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

**ACCOUNT SPECIFIC FEES**

See our separate fee disclosure for fees that may apply.

A per item fee of \$0.25 will be charged when the totla of items exceed 200 in a statement cycle.

Paper Statement fee is \$4 per month. Electronic eStatement is free

**ADDITIONAL TIME ACCOUNT TERMS**

Your account will mature \_\_\_\_\_.

Your account has no definite maturity date. To withdraw any or part of this deposit without penalty, we must receive at least \_\_\_\_\_ written notice from you of your intention to make a withdrawal. The notice must specify the exact amount and date of the intended withdrawal. Interest will no longer accrue after the withdrawal date specified in your notice on the amount specified in your notice. The date of intended withdrawal of the last funds in the account, or the termination date, is considered to be the maturity date.

**Callable account:** We may terminate (call) this account by giving you \_\_\_\_\_ days' notice.

**Early Withdrawal Penalty:** A penalty  may  will be imposed for withdrawals before maturity. The penalty will equal:

7 days' interest on the amount withdrawn if the withdrawal is made within the first 6 days after the deposit.

**ADDITIONAL TERMS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For variable rate accounts, the interest rate we will use to calculate the penalty will be: \_\_\_\_\_

We will charge the penalty first against any interest then in the account, and any excess will be deducted from the amount you withdraw. Some exceptions may apply.

If you withdraw some of your funds before maturity, the interest rate for the remaining funds in your account will be \_\_\_\_\_%.

We reserve the right to treat a withdrawal which would reduce the remaining balance below the required minimum initial deposit or minimum balance as a withdrawal of the entire account balance and calculate the penalty accordingly.

**Single Maturity:** This account will not renew automatically at maturity. If you do not renew the account, \_\_\_\_\_

**Automatic Renewal:** This account will automatically renew at maturity.

You will have a grace period of \_\_\_\_\_ days after maturity to withdraw the funds without penalty.

**Preventing Renewal:** This account will not renew if you withdraw the funds on the maturity date or if we receive written notice from you on or before the maturity date of your intention not to renew.

**Renewal Rate**

The interest rate upon renewal will be equal to the rate we are then offering on new time accounts with the same features as the renewed account.

Upon renewal, interest will be calculated on the same variable rate basis as during the original term.

\_\_\_\_\_

**Renewal Term**

Each renewal term will be the same as the original term, beginning on the maturity date.

Each renewal term will be \_\_\_\_\_

## Stacel, Lori

---

**From:** Jeremy Newport <newporjd@yahoo.com>  
**Sent:** Wednesday, May 12, 2021 12:07 PM  
**To:** Jacques, Robert  
**Cc:** Kristi Hale;Judy Cook;Klopsch, Norbert S.;Stafford, Cindy  
**Subject:** Re: OIC mail received

Hello Robert,

Thank you for the heads up. I will be by this week to pick up our check and these documents. Please let me know if anything holds up the check being cut this week. We owe a deposit to LCNB by EOB Friday.

Kind regards,  
Jeremy Newport

Sent from my iPhone

On May 12, 2021, at 10:28 AM, Jacques, Robert <Jacques@oakwood.oh.us> wrote:

Sorry; here is one more document that I apparently did not attach. //Rob

**Robert F. Jacques, Esq. | Law Director**  
(937) 298-0600  
[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us) | [www.oakwoodohio.gov](http://www.oakwoodohio.gov)

<image001.jpg>

---

**From:** Jacques, Robert  
**Sent:** Wednesday, May 12, 2021 10:27 AM  
**To:** Kristi Hale (hale@wrightlibrary.org) <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>  
**Cc:** Klopsch, Norbert S. <Klopsch@oakwood.oh.us>  
**Subject:** OIC mail received

All,

The attached documents arrived today from LCNB. I am forwarding for your records.

Jeremy: Also included in the envelope was a new vinyl checkbook. It includes a couple of starter deposit slips but no checks. Cindy Stafford will be emailing you as soon as the MLK check is available for pickup, so you can get the checkbook at the same time. Alternatively, please advise if it should go to someone else.

Regards //Rob

**Robert F. Jacques, Esq. | Law Director**

City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419

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<image001.jpg>

<Account Details.pdf>

## Stacel, Lori

---

**From:** Stafford, Cindy  
**Sent:** Wednesday, May 12, 2021 1:39 PM  
**To:** Jeremy Newport; Jacques, Robert  
**Cc:** Kristi Hale; Judy Cook; Klopsch, Norbert S.; Stafford, Cindy  
**Subject:** RE: OIC mail received

I will email when check is ready.

*Cindy S. Stafford, CPA*

Finance Director  
City of Oakwood  
30 Park Avenue  
Oakwood, Ohio 45419  
(937)298-0402(w)  
(937)297-2940(f)  
[Stafford@oakwood.oh.us](mailto:Stafford@oakwood.oh.us)

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**From:** Jeremy Newport <newporjd@yahoo.com>  
**Sent:** Wednesday, May 12, 2021 12:07 PM  
**To:** Jacques, Robert <Jacques@oakwood.oh.us>  
**Cc:** Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Stafford, Cindy <stafford@oakwood.oh.us>  
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**Stacel, Lori**

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**From:** Stafford, Cindy  
**Sent:** Thursday, May 13, 2021 12:55 PM  
**To:** Jeremy Newport  
**Cc:** Kristi Hale;Judy Cook;Jacques, Robert;Stafford, Cindy  
**Subject:** RE: Bank Account

Jeremy:

Your check is ready for pick up at the City Building - 30 Park.

Thanks,

Cindy

Cindy S. Stafford, CPA  
Finance Director  
City of Oakwood  
30 Park Avenue  
Oakwood, Ohio 45419  
(937)298-0402(w)  
(937)297-2940(f)  
Stafford@oakwood.oh.us

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From: Jeremy Newport <newporjd@yahoo.com>  
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Hello Cindy,

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Jeremy Newport

Sent from my iPhone

> On May 4, 2021, at 10:42 AM, Stafford, Cindy <stafford@oakwood.oh.us> wrote:  
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W-9.  
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> Cindy  
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> Cindy S. Stafford, CPA  
> Finance Director  
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> 30 Park Avenue  
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> From: Stafford, Cindy  
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> To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Jeremy Newport  
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> Cc: Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Jacques,  
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> Jeremy:  
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> We need a completed W-9. I have attached the form. We also need a copy of your IRS  
approved 501 (c) 3 letter.  
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> Subject: RE: Bank Account  
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> I am copying Oakwood Finance Director Cindy Stafford and City Attorney Rob Jacques on this email so you three can coordinate whatever is needed for the city to immediately disburse the MLK Funds to our OIC.  
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> Norb  
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> Norbert S. Klopsch  
> Oakwood City Manager  
> (937) 298-0600  
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> From: Kristi Hale <hale@wrightlibrary.org>  
> Sent: Thursday, April 29, 2021 8:45 AM  
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> Jeremy,  
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> I'm swamped this week, so I'd prefer DocuSign.  
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> Thank you,  
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> -----Original Message-----  
> From: Jeremy Newport [mailto:newporjd@yahoo.com]  
> Sent: Thursday, April 29, 2021 7:57 AM  
> To: Norbert S. Klopsch <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>; Kristi Hale <hale@wrightlibrary.org>  
> Subject: Bank Account

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## Stacel, Lori

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**From:** Jacques, Robert  
**Sent:** Thursday, May 27, 2021 2:06 PM  
**To:** Kristi Hale (hale@wrightlibrary.org);Jeremy Newport;Judy Cook  
**Cc:** Klopsch, Norbert S.  
**Subject:** OIC mail received: IRS 501(c)(3) approval letter  
**Attachments:** 210522 IRS 501c3 Approval Letter .pdf

All, the attached letter arrived today from the IRS. You should retain a copy with your important accounting records. It may be needed from time to time to document your status as an approved 501(c)(3) non-profit organization.

Regards //Rob

**Robert F. Jacques, Esq. | Law Director**  
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419  
T: (937) 298-0600  
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[Jacques@oakwood.oh.us](mailto:Jacques@oakwood.oh.us) | [www.oakwoodohio.gov](http://www.oakwoodohio.gov)





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

OAKWOOD INCLUSION COALITION  
30 PARK AVENUE  
OAKWOOD, OH 45419

Date: 05/22/2021  
Employer ID number: 86-1819198  
Person to contact: Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending: December 31  
Public charity status: 170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required: Yes  
Effective date of exemption: January 25, 2021  
Contributor deductibility: Yes  
Addendum applies: No  
DLN: 26053453002081

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**Stacel, Lori**

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**Sent:** Thursday, April 29, 2021 11:09 AM  
**To:** Klopsch, Norbert S.;Jeremy Newport  
**Cc:** Kristi Hale;Judy Cook;Jacques, Robert;Stafford, Cindy  
**Subject:** RE: Bank Account  
**Attachments:** W9 form revised October 2018.pdf

Jeremy:

We need a completed W-9. I have attached the form. We also need a copy of your IRS approved 501 (c) 3 letter.

Thanks,

Cindy

Cindy S. Stafford, CPA  
Finance Director  
City of Oakwood  
30 Park Avenue  
Oakwood, Ohio 45419  
(937)298-0402(w)  
(937)297-2940(f)  
Stafford@oakwood.oh.us

-----Original Message-----

**From:** Klopsch, Norbert S.  
**Sent:** Thursday, April 29, 2021 10:46 AM  
**To:** Jeremy Newport <newporjd@yahoo.com>  
**Cc:** Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Stafford, Cindy <stafford@oakwood.oh.us>; Jacques, Robert <Jacques@oakwood.oh.us>  
**Subject:** RE: Bank Account

Jeremy,

Attached are the three invoices from Josh Green that we need to pay as soon as possible.

I am copying Oakwood Finance Director Cindy Stafford and City Attorney Rob Jacques on this email so you three can coordinate whatever is needed for the city to immediately disburse the MLK Funds to our OIC.

Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

-----Original Message-----

From: Kristi Hale <hale@wrightlibrary.org>  
Sent: Thursday, April 29, 2021 8:45 AM  
To: Jeremy Newport <newporjd@yahoo.com>; Klopsch, Norbert S.  
<Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>  
Subject: RE: Bank Account

Jeremy,

I'm swamped this week, so I'd prefer DocuSign.

Thank you,  
Kristi

-----Original Message-----

From: Jeremy Newport [mailto:newporjd@yahoo.com]  
Sent: Thursday, April 29, 2021 7:57 AM  
To: Norbert S. Klopsch <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>;  
Kristi Hale <hale@wrightlibrary.org>  
Subject: Bank Account

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

So Jeff Wrenn got back to me this week and he was missing forms such as our meeting minutes and also our IRS EIN letter. All that is squared away now.

Can everybody make it to the bank today to sign final documents? If not, he could do DocuSign. Just let me know availability. In addition, he will need our initial deposit to open the account.

Kind regards,  
Jeremy Newport

Sent from my iPhone



**Stacel, Lori**

---

**From:** Stafford, Cindy  
**Sent:** Tuesday, May 4, 2021 10:42 AM  
**To:** Jeremy Newport  
**Cc:** Kristi Hale;Judy Cook;Jacques, Robert;Stafford, Cindy  
**Subject:** RE: Bank Account

Jeremy:

We are still waiting on the W-9. We cannot enter the OIC as a vendor without a completed W-9.

Cindy

Cindy S. Stafford, CPA  
Finance Director  
City of Oakwood  
30 Park Avenue  
Oakwood, Ohio 45419  
(937)298-0402(w)  
(937)297-2940(f)  
Stafford@oakwood.oh.us

-----Original Message-----

**From:** Stafford, Cindy  
**Sent:** Thursday, April 29, 2021 11:09 AM  
**To:** Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Jeremy Newport <newporjd@yahoo.com>  
**Cc:** Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Jacques, Robert <Jacques@oakwood.oh.us>; Stafford, Cindy <stafford@oakwood.oh.us>  
**Subject:** RE: Bank Account

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Cindy S. Stafford, CPA

Finance Director  
City of Oakwood  
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(937)297-2940(f)  
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Kristi Hale <hale@wrightlibrary.org>

Subject: Bank Account

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Can everybody make it to the bank today to sign final documents? If not, he could do DocuSign. Just let me know availability. In addition, he will need our initial deposit to open the account.

Kind regards,  
Jeremy Newport

Sent from my iPhone



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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://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](http://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 <sup>1</sup>
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 <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
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 <sup>4</sup>
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

<sup>1</sup> 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.

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

<sup>3</sup> 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.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, 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](mailto: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](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://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.