Waxahachie Independent School District

REQUEST FOR PROPOSAL:

27-001 MAINTENANCE RELATED SUPPLIES/EQUIPMENT & SERVICES

WAXAHACHIE INDEPENDENT SCHOOL DISTRICT
ATTN: PURCHASING DEPARTMENT
411 N GIBSON ST
WAXAHACHIE, TX 75165

ISSUED: September 16, 2026

RESPONSES DUE: October 15, 2026, at 2:00 P.M.

At the deadline for responses, the District will read aloud all respondents' names and other information as required by state law in the Waxahachie ISD Administration Building Board Room. All interested parties are invited to attend.

Bidder Name/Signature: _____

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SECTION A - INTRODUCTION

A.1 General Description

Waxahachie Independent School District, herein referred to as "WISD", "Waxahachie ISD" or "the District", is an accredited public education entity located in Ellis County, Texas. The district provides excellence in education to the over 11,000 students who live within the 192 square miles of the district's borders. The district currently is comprised of 16 educational campuses, 3 support facilities, and numerous athletic facilities.

Situated in the county seat of Ellis County, Waxahachie ISD has experienced significant student growth over the past 10 years with additional growth expected for the upcoming school years. The District has approximately 1,700 employees and a seven-member board of trustees that are elected to staggered three-year terms.

A.2 Open Records

Waxahachie ISD adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and advises all respondents that information contained in any response could be made public after the awarding of a contract in accordance with the laws, statues, regulations, and other requirements thereof.

No information about responses will be made available until the final contract has been awarded. Respondents who have notified the District of proprietary information in their response packet will be given the chance to protect that information before its release, if allowed under statute.

A.3 Pro-Israel Vendor Certification

In accordance with Texas Government Code §2270.002, the District will not enter into a contract with a vendor without obtaining written confirmation that vendor does not boycott Israel and will not during the term of the contract.

A.4 Pro-Fossil Fuels Confirmation

In accordance with Texas Government Code §2270.002, the District will not enter into a contract with a vendor without obtaining written confirmation that vendor does not boycott companies in the fossil fuels industry (exploration, production, marketing, distribution) and will not during the term of the contract.

A.5 Pro-Firearm Companies Confirmation

In accordance with Texas Government Code §2270.002, the District will not enter into a contract with a vendor without obtaining written confirmation that vendors do not boycott firearm companies, including the ammunition industry or firearm trade associations, and will not during the term of the contract.

A.6 Project Overview

The Waxahachie ISD is seeking proposals from multiple vendors to compile an approved vendor list for the purchasing category of "Maintenance Related Supplies/Equipment & Services.

A.7 Tax Exempt Entity

Waxahachie ISD is exempt from state sales taxes and federal excise taxes. Responds should not include a cost component for either item. Certificates are available upon request.

A.8 Payment Terms

The District issues payments within 30 days of receiving goods or services per contractual agreement in acceptable condition, or receipt of invoice for goods or services whichever is later, in compliance with Texas Government Code §2251.021. The District reserves the right to accept prompt payment discounts and will issue payment in accordance with such discounts where appropriate, but District does not agree to any payment terms other than net 30.

All invoices should be sent via email to accountspayable@wisd.org or mailed to:

Waxahachie ISD
ATTN: Accounts Payable
411 N Gibson St
Waxahachie, TX 75165

Invoices are not considered received until they are received by the Business Office and the provisions of Texas Government Code §2251.021 do not apply until invoice received by same.

A.9 Campus Access

All employees of vendor and vendor subcontractors will be subject to District background checks as required by Texas Education Code. Vendor personnel may be subject to escort by District personnel while on campus and performing tasks if deemed appropriate by District. Failure to submit to background check will be grounds for immediate termination of contract for cause.

A.10 Issuance of Purchase Order

Waxahachie ISD limits its purchases of goods/services through the use of properly drawn and authorized purchase orders. The District is not liable for payment of goods/services that were not authorized via this method. To facilitate quicker invoice processing, all invoices and packing slips should include the approved purchase order number.

A.11 Reservation of Rights

Waxahachie Independent School District reserves the right to award contracts to multiple vendors if such awards are in the best interest of the District. The District also reserves the right to reject all bids and repost solicitation or reject all bids and cancel future solicitations for same good/service.

A.12 Prohibition on Diversity, Equity, and Inclusion

A contract with the District is subject to termination if the contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties; or
- Assigns DEI duties to another individual.

"DEI duties" include influencing hiring or employment practices based on race, sex, color, or ethnicity; promoting differential treatment or special benefits based on race, color, or ethnicity; developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation; and compelling, requiring, or soliciting a DEI statement— in each case except as necessary to comply with state or federal law.

A.13 Prohibited Classroom Instruction or Activities

A contractor is prohibited from intentionally or knowingly engaging in, or assigning to another individual, instruction, guidance, activities, or programming prohibited by Education Code §28.0022, including compelled discussion of a widely debated, currently controversial issue of public policy or social affairs, or requiring or awarding course credit for lobbying or political advocacy work.

A.14 Conflicts of Interest

Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the Waxahachie Independent School District, including affiliations and business and financial relationships such as persons may have with Waxahachie ISD officers. An explanation of the requirements of Chapter 176, applicable forms and a complete text of the law are available at https://www.ethics.state.tx.us/forms/conflict/.

SECTION B - PROPOSAL SUBMITTAL REQUIREMENTS

B.1 Contact Information

All questions regarding this RFP should be directed to the department head responsible for the publication of this solicitation. The responsible department for the is solicitation is listed in Exhibit A.

B.2 Submission Deadline and Location

All responses must be delivered no later than 2:00 p.m. on October 15, 2026, to the address below. At 2:00 pm on the same day, received responses will be opened and read aloud in the purchasing department.

All responses should be addressed to:

Waxahachie Independent School District
ATTN: Purchasing Department
411 N Gibson St
Waxahachie, TX 75165
RFP #27-001 Maintenance Related Supplies/Equipment & Services

Responses not received timely will be returned unopened, or discarded, by the District. A record of discarded responses, if any, will be published along with awarding information on the District's website at www.wisd.org/purchasing.

B.3 Delivery Delays

Respondents are recommended to allow sufficient time for delivery to account for unexpected delays. The District is not responsible for delays in delivery, whether by postal carrier or express carrier and will not accept responses delivered after the deadline. The District does not accept any responses that are not received at the above address and are indicated by appropriate date and time stamp.

B.4 Revised and Withdrawn Responses

Responses may be revised and/or withdrawn prior to the time and date set for RFP closing. For revised responses, the last response received will replace all previous responses for purposes of determining which proposal takes precedent. All revised responses should be complete responses to ensure they are properly accounted for.

Vendors wanting to withdraw a response must do so in writing with a valid signature on the request.

B.5 Instructions for Paper Submission

Proposals should be submitted on 8.5" x 11", vertically aligned white copy paper to enable the District to make copies as necessary. All responses must include two originally signed proposal documents. Failure to remit the appropriate number of responses may constitute an incomplete response and be subject to disqualification. Responses should not be permanently bound together, easily removable binding, paperclips, or stapling are acceptable to keep responses documents together and in order for review.

Response proposals should have pages numbered to ensure complete responses and facilitate easier reference for evaluation purposes.

B.6 Instructions for Electronic Submission

Electronic submissions should be sent to bids@wisd.org and include the solicitation title as the subject line or in the main body of the message. All response documents should be attached to the message and should not be included as a part of the message.

The District will only verify receipt of electronic submission upon request and will not confirm submission by other vendors. If multiple responses are received from the same vendor, the response received closest to the submission deadline will be the only one accepted.

The date and time stamp associated with the receipt of the email message will be the official date and time received for purposes of ensuring timely submission.

B.7 Ambiguity

Any ambiguity in the proposal as a result of omission, error, lack of clarity or non-compliance by the proposer with specifications, instructions and all conditions shall be construed in the favor of Waxahachie ISD. In the event of a conflict between these standard RFP requirements and details provided in Appendix A – Scope of Services or Appendix B – Proposal, the appendices shall prevail.

B.8 Unit Prices and Extensions

If unit prices and their extensions do not coincide, the District may accept the price most beneficial to the District and the proposer will be bound thereby.

B.9 Additional Information

The District may request any other information necessary to determine proposer's ability to meet the minimum standards required by the RFP.

SECTION C – GENERAL ASSERTIONS

C.1 Independent Contractor

It is agreed that for all purposes hereunder, the contractor is and shall be an independent contractor and shall not, with respect to its acts or omissions, be deemed an agent or employee of Waxahachie ISD.

C.2 Payment of Claims

The contractor shall promptly pay claims for damages to property owned by Waxahachie ISD, its employees or any person utilizing District facilities that were caused by employees or subcontractors of the contractor on the premises covered by this contract.

C.3 Indemnity

The contract agrees to indemnify, hold harmless and defend the District, District's officers, agents and employees, from and against all liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorney's fees and other reasonable costs occasioned by the contractor's occupancy or activities conducted in connection with or incidental to this contract and arising out of or resulting from the intentional acts or negligence of the contractor, contractor's officers, agents or employees, including all such causes of action based on common, constitutional, or statutory law, or based upon the negligent or intentional acts of omissions of the contractor, its officers, agents, employees, or visitors. Nothing herein shall be construed as requiring contractor indemnify District for actions or damages caused by the negligence or intentional acts of District. The contractor further agrees it shall at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, visitors, and other person, as well as their property, while in or on the premises.

It is expressly understood and agreed the District shall not be liable and/or responsible for the negligence of the contractor, its agents, servants, employees and visitors.

C.4 Contract Insurance Requirements

The contractor shall provide and maintain, at its own expense, the following types and amounts of insurance during the term of this agreement:

Type	Amount
1. Comprehensive General (Public) Liability – to include (but not limited to The following:	Bodily Injury: $250,000 per person $500,000 per occurrence And
a. Premises/operations b. Independent Contractor c. Personal injury liability	Property Damage: $100,000 per occurrence
Contractual liability (insuring Indemnity provision within This contract) AND, where the exposure exists, Coverage for: d. Products/Complete operations e. Explosion, Collapse and Underground Property Damage	or Combined single limit for Bodily injury and Property Damage: $500,000
2. Comprehensive Automobile Liability To include coverage for: a. Owned/Lease Automobiles b. Non-owned Automobiles c. Hired cars	Bodily Injury: $250,000 per person $500,000 per occurrence

AND

Property Damage
$100,000 per occurrence
OR
Combined Single Limit for Bodily Injury and Property Damage:
$500,000
Statutory $500,000 per occurrence

3. Workers Compensation and Employer's Liability (where required by state law)

The preceding amounts notwithstanding, the Board of Trustees reserves the right to increase the minimum required insurance to be effective thirty (30) days after notice is sent to the address provided herein. If the District exercises the right to increase minimum insurance amounts, the contractor may choose to either comply with the increase or cancel this contract in whole with no penalty.

The procuring of such policy of insurance shall not be construed to be a limitation upon the contractor's liability or as a full performance on its part of the indemnification provisions of the contract. The contractor's obligations to the District are, notwithstanding said policy of insurance, for the full and total amount of any damage, injury or loss as provided under the terms of the contract.

C.5 Other Insurance Requirements

Prior to the contract effective date, the contractor shall furnish to the District's Business Office certificate or copies of the policies, plainly and clearly evidencing required insurance, and thereafter new certificates **prior to the expiration date of any prior certificate.** The contractor understands it is its sole responsibility to provide this necessary information and failure to comply timely with the requirements of this Article shall be a cause for termination of this contract, under the provisions of the termination clause.

The insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the Waxahachie ISD Legal Department for their adequacy as to form, content, form of protection, and providing company.

Insurance required by the contract for the District, as additional insured shall be primary insurance and not contribution with any other insurance available to the District, under any third party liability policy.

The contract further agrees with respect to the above-required insurance, the District shall:

a. Be named as additional insured/or an insured, as its interest may appear: AND
b. Be provided with a waiver of subrogation; and
c. Be provided with 30 days advance notice, in writing, of cancellation or material change.

The District will not be responsible for any of the contractor's insurance costs.

APPENDIX 1 – SCOPE OF SERVICES

1.1 Project Title

Maintenance Related Supplies/Equipment & Services.

1.2 Scope of Services

The District seeks to utilize multiple vendors – based on RFP Responses – to compile an approved vendor list for the purchasing category of "Maintenance Related Supplies/Equipment & Services". Vendors responding to this RFP solicitation should include a price sheet and/or catalog of items offered. If not including a catalog or price sheet, vendors will be required to list a ***percentage discount*** offered to the District on supplies & equipment. For service type vendors, please list a ***base hourly rate*** and/or include a list of services/prices.

1.3 Special Conditions

All required forms attached with this RFP Solicitation must be submitted with the RFP Response Form by stated deadline. Failure to submit the required forms could result in disqualification of response.

1.4 Proposal Evaluation Factors

All vendors who submit a completed RFP packet, including required forms and pricing information, will be included on an approved vendor list for this category.

1.5 Key Events Schedule

Event	Date
Release of Request for Proposal	September 14, 2026
Deadline for Questions/Clarification	N/A
Sealed Responses due to Purchasing Department	October 15, 2026
Recommendation of Approved Vendor List to Board	November 16, 2026
Anticipated Board of Trustees Approval	November 16, 2026
Anticipated Contract Awarded (to multiple vendors)	November 17, 2026

1.6 Pre-bid conference

A pre-bid conference has **not** been scheduled for this solicitation.

1.7 Scope of Services

It is the intent of Waxahachie ISD to compile an approved vendor list for a period of one (1) year as of October 2026 thru September 2027, with WISD having the option to renew the Agreement for additional years in one (1) year increments, with a final expiration of September 30, 3031. The phrase "Term" in this Agreement shall mean the then-current Term of Agreement, whether the initial term or a renewal term. Vendors are requested to submit a response offering their total line of available products and services that are

commonly purchased by school district and other public, not-for-profit agencies and organizations. The District may utilize all vendors on this list for the procurement of Maintenance Related Supplies & Equipment & Services.

1.8 Expectation of Service

Submission requirements include, at a minimum, a response price to each item listed above, applicable discounts offered, total shipping and installation costs if applicable and a proposed total. Please also fill out the attached required forms.

1.9 Invoicing

Detailed invoices should be prepared showing itemized list of items shipped/delivered, date shipped/delivered. Invoice to be submitted for payment to:

Waxahachie ISD
ATTN: Accounts Payable
411 N Gibson St
Waxahachie, TX 75165

Or via email: accountspayable@wisd.org

1.11 Evaluation Criteria

Selection of the most highly qualified firm will be made based on demonstrated competence and qualifications to perform the services in accordance with Government Code §2254.004 and §2269.301.

Firm Experience: Responding firms should describe their organization, structure, and experience. Respondents should highlight

Technical Competence: Responding firms should detail their experience with projects utilizing the design-build delivery method, specifically agriscience, or similar facilities, for Texas public education entities.

Capability to Perform: Responding firms should demonstrate the capabilities of their staff assigned to this project and management staff to successfully supervise such a project.

Past Performance: Responding firms should present information on recently completed projects, within the past three-years, that show delivery of design-build projects with specific mention of contracted start date and actual end date for each project, along with initial budget, sum total of change orders (positive and negative), and final contracted cost of project. The categories of Safety and Long-term Durability and Ability to Meet Schedule will be considered with Past Performance when reviewing submissions.

Safety and Long-term Durability: Responding firms should detail any significant permit, inspection, or warranty claims relating to reported projects. Responding firms should consider narratives to provide explanation, where necessary.

Ability to meet schedule: Responding firms should detail the original and final construction timelines for prior projects previously reported and note whether projects were early (more than 30 days from original estimated completion), on-time, or late (completed after original estimated completion date).

Costing Methodology: Responding firms should describe their policies on subcontractor markup, definition of general conditions, range of cost for general conditions, policies on retainage, policies on contingencies, whether any discounts for prompt payment are offered, and expected staffing for administrative duties.

District Interview, Optional: The district reserves the right to select one or more responding firms for an interview with the Board of Trustees before making a recommendation on selection of firm to award contract. An interview is not guaranteed, and a contract may still be awarded without conducting any interviews.

APPENDIX 2 – COMPANY CONTACT AND FAIR RESPONSE PLEDGE

Please provide the following information and confirmations as they relate to the advertised solicitation.

Company Information

Company Name: _____

Company Address: _____

City, State Zip Code: _____

Company Phone Number: _____

Email Address: _____

Acknowledgements

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the instruction and specification contained herein, and that if accepted by the Waxahachie Independent School District, all of the provisions are part of a binding contract between the District and my company. I also certify that this response is made without previous understanding, agreement or connection with any person, firm or cooperation making a response for the same contract, and is in all ways fair and without collusion or fraud.

Name and Title of Owner/Legally Authorized Representative: _____

Signature of Owner/Legally Authorized Representative: _____

Date: _____

APPENDIX 3 – FORM 1295

FORM 1295 (Certificate of Interested Parties) NOW REQUIRED FOR ALL APPROVED VENDORS

In 2015, the Texas Legislature adopted House Bill 1295 which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the government entity or state agency at the time the business entity submits a signed contract to the governmental or state agency.

Since the Board of Trustees will adopt approved vendor lists for the advertised categories, vendors must comply with this mandate prior to doing business with Waxahachie Independent School District.

Vendors submitting a sealed proposal must also log into the Texas Ethics Commission website in order to file Form 1295. Use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. *The completed Form 1295 with the certification filing must be filed with Waxahachie ISD. Please mail the copy to 411 N. Gibson St., Waxahachie, Texas 75165, Attn: Purchasing Dept.*

On the Texas Ethics Commission website there is a section of frequently asked questions available to help vendors understand this mandated process.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 **Name of person doing business with local governmental entity.**

2

☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.**

4 **Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ
Page 2

5 **Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

6 **Describe any other affiliation or business relationship that might cause a conflict of interest.**

7

_____ _____

Signature of person doing business with the governmental entity Date

APPENDIX 5

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034.

FELONY CONVICTION NOTIFICATION

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

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

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information is true to the best of my knowledge.

VENDOR'S NAME:_____

AUTHORIZED COMPANY OFFICIAL'S NAME (printed)_____

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

Signature of Company Official:_____

B. My firm is not owned or operated by anyone who has been convicted of a felony:

Signature of Company Official:_____

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

Name of Felon(s):_____

Details of Conviction(s):_____

_____

Signature of Company Official: _____

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here **Signature of U.S. person** **Date**

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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- 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), and 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.

Caution: If you don't 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; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. 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).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

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 their 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 their 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, but are not limited to, 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, as described in item 4 under *"By signing the filled-out form"* 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.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. 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 are no longer 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.

- **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 for 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 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

- **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. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner 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. 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, enter it on line 2.

Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	**THEN check the box for . . .**
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	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 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

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 on 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 territory, 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 territory.

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 as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

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

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered 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 territory, 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, enter "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 ITIN. Enter it in the entry space for the Social security number. 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). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 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/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

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

Part II. Certification

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

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

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

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
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 Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

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

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 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 877-777-4778 or TTY/TDD 800-829-4059.

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

APPENDIX 7 – INTERLOCAL AGREEMENT CLAUSE

INTERLOCAL AGREEMENT CLAUSE

Waxahachie ISD is a participating member of the Educational Purchasing Cooperative of North Texas (EPCNT). As such the Waxahachie ISD has executed Interlocal Agreements, as permitted under Chapter 791 of the Government Code with certain other governmental entities in EPCNT authorizing participation in a cooperative purchasing program. Several governmental entities in proximity to the Waxahachie Independent School District have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing apply? _____ Yes _____ No

If you (the Vendor) checked yes, the following will apply. Governmental entities utilizing Internal Governmental contracts with the Waxahachie Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded because of this solicitation.

All purchases made by a governmental entity other than Waxahachie Independent School District will be billed directly to that governmental entity.

APPENDIX 8 – ACKNOWLEDGEMENTS AND CERTIFICATIONS

Within this solicitation, the District has presented information on several legal requirements that the respondent is required to acknowledge. Some of these requirements are:

Conflicts of Interest

Prohibition on Diversity, Equity, and Inclusion Duties and Activities

Prohibition on Certain Classroom Instruction and Activities

No boycotting Israel Confirmation

No boycotting of Energy Companies Confirmation

No boycott of Firearms Companies Confirmation

Acknowledgement

I, the undersigned, as the owner or legally authorized representative of the above-named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the legal requirements and prohibitions listed above and certify that we are in compliance with all applicable legal requirements and will remain compliant during the term of this Agreement. I also acknowledge that I have received a physical and electronic copy of the policy and procedure described in Section 11.005(c) of the Texas Education Code.

Name and Title of Owner/Legally Authorized Representative: _____

Signature of Owner/Legally Authorized Representative: _____

Date: _____