Taos Pueblo Education & Training Division
P.O. Box 1846 Taos, NM 87571
575-758-5990 / Fax: 575-737-5140

Taos Pueblo Under-Graduate Scholarship Program
Policies and Procedures

Scope of Work
The Taos Pueblo Education & Training Division Under-Graduate Scholarship Program offers scholarship awards to eligible Taos Pueblo Tribal members enrolled in an accredited graduate degree program. Student eligibility is contingent on the following documentation being submitted and received by our office by the established deadlines:
- A Complete Taos Pueblo Scholarship Application Packet;
- Submission and verified receipt of ALL REQUIRED supporting documents listed on the Scholarship Application.

Students Status
1. Full-Time Students taking a minimum of twelve (12) credit hours per semester, will be considered first;
2. Part-time students taking eleven (11) credit hours or less may be considered for funding depending upon the availability of funds; students taking less than six (6) Credit hours will not be eligible for funding consideration;
3. Undergraduate Students must maintain a GPA of 2.0 at the minimum to maintain Program eligibility.
4. All Students must successfully complete the hours for which they are funded. Refer to scale below.

Scholarship Awards
All Applicants are required to apply for federal student aid using the Free Application for Federal Student Aid. Due to limited funding, Scholarship awards are offered based on an Applicant’s financial Unmet Need. Each student’s Unmet Need is determined by the use of a Financial Needs Analysis Form (FNA). The FNA is part of the Taos Pueblo Graduate Scholarship Application Packet and requires that the Applicant fill out the top part of the form. Once completed, the Applicant needs to submit it to the financial office of the Post-Secondary Institution they are attending. The financial aid office will complete the rest of the form, listing all school-related expenses and financial aid sources.

The Unmet Need may vary from semester to semester as resources or expenses can change (i.e. additional grants, student loans, expected family contributions and/or college work study). All scholarships are awarded according to funds available. Scholarship Checks are made out to the applicant’s Institution Only. Award checks CANNOT be made out to Students.

*Scholarship Awards can only be used to pay current semester expenses. Past due bills and outstanding balances will not be paid.

January 8, 2019
*Applicants must complete and submit a Continuing Scholarship Application to be considered for the following semester. Applicants must be in good standing with Taos Pueblo Education & Training Division and with the Scholarship Program.

Scholarship awards are determined according to the 'Unmet Need' calculation using FNA information per semester from the Post-Secondary Institution. Based on this unmet need calculation the following award matrix applies:

<table>
<thead>
<tr>
<th>Unmet Need Amount As determined by the FNA/FAO Per semester</th>
<th>Scholarship Amounts 12 Credit Hours or more</th>
<th>*Possible Scholarship Amount for students taking 9 - 11 Credit Hours</th>
<th>*Possible Scholarship Amount for students taking 6 - 8 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000.00-$1,999.99</td>
<td>$250.00</td>
<td>$187.50</td>
<td>$125.00</td>
</tr>
<tr>
<td>$2,000.00-$2,999.99</td>
<td>$500.00</td>
<td>$375.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>$3,000.00-$3,999.99</td>
<td>$750.00</td>
<td>$562.50</td>
<td>$375.00</td>
</tr>
<tr>
<td>$4,000.00-$4,999.99</td>
<td>$1,000.00</td>
<td>$750.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>$5,000.00-$5,999.99</td>
<td>$1,250.00</td>
<td>$937.50</td>
<td>$625.00</td>
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<tr>
<td>$6,000.00-$6,999.99</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>$7,000.00-$7,999.99</td>
<td>$1,750.00</td>
<td>$1,125.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>$8,000.00-$ +</td>
<td>$2,000.00</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

*Possible funding for part time students is dependent on the availability of funds.

- Students taking less than 6 credit hours will not be considered.
- Continuing students must submit a Continuing Scholarship Application to be considered for the next semester.

**Deadline Dates**

Deadline dates are not negotiable due to the high volume of applications received in any given semester, and limited funding. All required supporting documents must be received by deadline, with the exception of class schedule and FNA. Applications received after the deadline date will not be reviewed or considered. Students must submit a new application for the consideration in the next scholarship cycle.

**Academic semesters are as follows (PLEASE NOTE- Summer Semesters are not funded through this Program):**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>November 30</td>
</tr>
<tr>
<td>Fall-Spring</td>
<td>May 30th</td>
</tr>
</tbody>
</table>

* At the end of each funded semester the following documents must be turned into the Taos Pueblo Education & Training Division Office (Red Willow Center).

IN PERSON, by FAX, or by EMAIL (email - PDF format ONLY), Transcripts or Final Grade Reports;
1. Transcripts or Final Grades Report;
2. A New Class Schedules for the Subsequent Semester;
<table>
<thead>
<tr>
<th>Semester</th>
<th>Documents Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>June 7th</td>
</tr>
<tr>
<td>Fall</td>
<td>January 7th</td>
</tr>
</tbody>
</table>

It is imperative that correspondence is received by the above listed deadline dates so that academic progress is documented in each student’s file. Information received after the deadline date will be considered late and may affect/delay awards for the subsequent semester.

**Transferring Students**
Continuing Scholarship Applicants that transfer to another school or program of study must submit a new educational goal statement, official acceptance letter, and a class schedule.

**Military** – Scholarship Applicants enlisted in the United States Armed Forces must:
1. Notify Taos Pueblo Education & Training Division of Active Military Status when applying for Scholarship consideration;
2. Submit a copy of their Order To Report (Deployment Orders) within 30 Days of receiving Orders.
3. Scholarship Applicants must complete a Return Plan with Taos Pueblo Education & Training Office’s Case Manager to remain in good standing with the Program.

**Applying for Reinstatement of Scholarship**
Upon return Military Scholarship Applicants and Recipient students MUST (within 30 days of returning to Community):
1. Contact the Taos Pueblo Education & Training Office’s Case Manager;
2. Meet all University/College requirements to remain in good standing;
3. Update Taos Pueblo Scholarship Application;
4. Update expired information: class schedule, FNA, Goal Statement, etc.)

Students may or may not be awarded original amount. (Based upon Available Funding) Case Manager will work with students to complete all need documents needed to determine award amount.

**Probation**
The Taos Pueblo Scholarship Program requires that all recipients maintain a GPA of 2.0 or Higher on a 4.0 GPA scale. Recipients of this award are also required to maintain their class load each semester. If a student decides to waive a class, or withdraw from classes completely, resulting in their status changing from full-time, students must notify the Taos Pueblo Education and Training Office immediately. Failure to do so will result in the student being put on suspension for the following school year.

**Probation**- Award recipients being placed on probation will be required to complete a full-semester and MUST re-obtain a 2.0 GPA or better at the end of the probation semester. If the Recipient fails to attain the minimum of a 2.0 GPA will be put on suspension for one year, in which students will be considered ineligible for one year.

**Continuing Students**-- Continuing students (funded previous semester) that receive a cumulative GPA below 2.0 or fail will be placed on probation and advised to seek tutorial assistance. Continuing students will be funded for one additional semester in order to give an opportunity to increase their academic standing.
New Applicants—Incoming applicants must have a cumulative 2.0 GPA from previous college. Applicants that do not have a 2.0 will have to complete a full semester on their own and attain at least a 2.0 to be considered for funded for Spring Semester. Recipients will be eligible to reapply in future. (Please see Continuing Students)

**Suspension**
Students who fail to raise their GPA for the subsequent semester will have their eligibility suspended for one academic year. Students on suspension will be allowed to re-apply for assistance after they have completed one year of school (usually two academic semesters) while maintaining a 2.0 GPA. A school year will be considered two full terms, or semesters, or one semester and a summer session.

**Grievance Procedures**
Scholarship Applicants (students or parents/guardians) dissatisfied with actions or decisions made by the Program (including probation and termination from the Program) will be allowed to file a grievance in writing to the Division Director. The Division Director will make every effort to resolve the filed grievance at their level.

In the event the Scholarship Applicant is dissatisfied with the decision of the Division Director, they have the opportunity to file an Appeal, in writing, to the Board of Education. At the next, regularly scheduled meeting, the Board of Education will review the Applicant's Appeal letter and any accompanying documentation and render a decision. This decision can be appealed to the Governor’s Office.

**Institution Tuition Waivers**
Through the efforts of the New Mexico Tribal Higher Education Commission, the All Indian Pueblo Council of Governors (formerly the All Indian Pueblo Council), and in-state public post-secondary education institutions (University of New Mexico, New Mexico State University, and Highlands University), Tuition Waiver awards have been made available for our office to administer based on individual need.

**Limited Funding Assistance**
To provide as much of an equitable approach in trying to help as many clients and community members as possible, our office limits the number of services each client can receive at one time. Therefore, a client who received a scholarship award through our Higher Education program is not eligible to receive a Tuition Waiver. Because Tuition Waivers total more than our current scholarship award amount, these are treated as funding assistance in lieu of a scholarship.

As with other policies within the Division, clients are able to appeal any concern they might have to the Division Director. If not satisfied with the Director’s response, the client can file a grievance to the Board of Education (as noted above). This decision can be appealed to the Governor’s Office.
Taos Pueblo Tribal Scholarship Application

Incomplete OR Late Applications will NOT be Considered

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019 &amp; Spring 2020</th>
<th>Spring 2020</th>
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</thead>
<tbody>
<tr>
<td>Application and</td>
<td>May 31, 2019</td>
<td>November 30, 2019</td>
</tr>
<tr>
<td>Document Deadline:</td>
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</table>

Applicant Personal Information

Name: ___________________________ ___________________________ Female Male
First                        Middle         Last

Mailing Address: ___________________________
P.O. Box / Street              City          State          ZIP

Physical Address: ___________________________
Street Address                 City          State          ZIP

Telephone #: ___________________________ E-Mail: ___________________________

Date of Birth: ___________________________ Social Security #: ___________________________

Degree of Taos Pueblo Blood: ___________________________ Enrollment#: ___________________________

☐ Single  ☐ Married - Name of Spouse: ___________________________ # of Dependent(‘s): ___________________________

Notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
### Education Information

#### High School Diploma/GED Certificate of Completion

<table>
<thead>
<tr>
<th>Name Of School</th>
<th>City &amp; State</th>
<th>Dates of Attendance</th>
<th>Degree Earned</th>
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<tbody>
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#### Have you previously attended any college, university and or trade school?

<table>
<thead>
<tr>
<th>Name Of School</th>
<th>City &amp; State</th>
<th>Dates of Attendance</th>
<th>Degree Earned (Completed)</th>
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</thead>
<tbody>
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</tbody>
</table>

### Fall 2019/Spring 2020

What School will you be attending?  Name: 

Address:  

City:  State:  Zip:  

Student Status  

- [ ] New Students  
- [ ] Transfer Student, From:  
- [ ] Continuing Student  
- [ ] Associates Degree  
- [ ] Bachelor’s Degree

Major:  

Minor:  

Expected Graduation Date:  
Conditions Set Forth For Participants:

As an applicant to the Taos Pueblo Scholarship program I agree to the conditions set forth if funded:
Initial ___

PLEASE READ:
As a post-secondary student you are responsible to ensure that all required documentation is on file and complete with the scholarship program. Any misrepresentation or falsification, including failure to submit required documents as listed below is sufficient cause for cancellation of the Taos Pueblo scholarship award. The scholarship program will not call you or remind you of the required pending documentation. You are responsible for following up on your application status with the scholarship program.

DOCUMENTS REQUIRED OF ALL STUDENTS:

1. Taos Pueblo Scholarship Application/Student Consent Form
2. Driver License or State ID
3. Certificate of Indian Blood or Tribal I.D. *(Tribal Enrollment office 575-758-8626 Ex: 119)*
4. Official High School Transcript and Diploma, or GED Transcript and Diploma
5. Verification of Selective Services (Males 18-26 only)
6. Letter of Acceptance/Admissions from College/University
7. Official College Transcript(s)
8. Must apply for Federal Student Aid and submit copy of Student Aid Report (SAR)
9. Financial Aid Needs Analysis (to be completed by College/University Financial Aid Officer)
10. Two Letters of Recommendation
    a. Letter #1 __________________________ b. Letter #2 __________________________
11. Statement of Educational Goals
12. Program of Study
13. Class Registration/
14. Grades
15. Resume
16. W-9
MEMORANDUM OF AGREEMENT

1. I understand that the scholarship award is a supplementary resource based on unmet need.
2. I must comply with the following academic standard to receive continued funding:
   a. By submitting official grade reports at the end of each semester.
      i. Spring Semester By June 7th
      ii. Fall Semester By January 7th

   These deadline dates must be followed to be considered as a continuing student on the program for the subsequent semester.

Undergraduates Students must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher for consideration of a scholarship award.

1. I will submit a disclosure statement "Student Consent Release" specifying the individual to receive this information. The scholarship program will not release any information, verbally or written to any third party individual or agencies, parents, spouse and elected officials etc.

2. I will consider other available grants and scholarships, such as Federal, State, institution aid, and private resources separate from the Taos Pueblo Scholarship.

3. I will immediately notify the scholarship program in writing if I change my major or if I am not able to meet my educational goals.

4. I will forward the Financial Aid Needs Analysis form to the institution's Financial Aid Office and/or approve the scholarship program to obtain this information to determine the unmet need amount for scholarship purposes.

5. I will immediately notify the scholarship program of any changes in contact information such as: telephone number, address, or e-mail.

6. I will immediately notify the scholarship program of any changes regarding: enrollment status, program of study, financial aid, admissions, transfers, withdrawal or other circumstances related to school.

7. I will review the scholarship guidelines to better understand the policies and procedures.

8. I will notify the scholarship program of my graduation date and shall submit a copy of my degree and/or transcript upon completion.

9. I understand that by providing false information I will be denied scholarship consideration.

I hereby certify to the best of my knowledge that the information on this application and all documentation that is submitted on my behalf is true and complete and understand that any falsification or misrepresentation, including failure to submit the required documents within the deadlines is sufficient cause for cancellation/denial of Tribal scholarship award. If and when, this
Application is approved I accept and agree to abide by and comply with the Taos Pueblo Scholarship policies and procedures. I understand if I withdraw without prior notification of the Division Director, I will be liable to reimburse the Taos Pueblo Scholarship program

<table>
<thead>
<tr>
<th>Application Signature</th>
<th>Date</th>
<th>Staff Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**STUDENT CONSENT FORM – {PRIVACY STATEMENT}**

The Privacy Act of 1974 (P.L. 93-579) effective September 27, 1975 is meant to control the Federal Government's collection and dissemination of personal information about individual citizens. One of the provisions of the Act prohibits the Federal Government from revealing any information from any citizen's governmental records without the express permission of the person involved. The Privacy Act does not authorize the disclosure of records to any person(s) acting in their individual capacities or on behalf of their constituents unless the individual to whom the record pertains has consented.

The Bureau of Indian Affairs Higher Education Assistance Program operates under the general authority of 24 USC Chapter 13, 42 Stat. 208 P.L. 67-85 with specific legislation contained in 25 USC, Subchapter E, Part 32, Administration of Education Loans, Grants and Other Assistance for Higher Education. In accordance with the accountability required for the Administration of the funds appropriated for the program and in order to provide services to recipients, and to declare eligibility, certain information is required of applicants. This form solicits the required information. Use of personal data will be available to authorized sources upon request. The applicant should understand that the intent of collecting and maintaining this data on individuals is for determining eligibility of the applicant and to provide the means for producing certain statistical records required of this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility in obtaining higher education assistance under this program.

I have read the statement on privacy listed with the application form. I hereby provide the required information to the extent of the uses specified in the statement.

Applicants Signature: ______________________________ Date: _______________
Consent for the Release of Confidential Information

I, __________________________, hereby authorize the release of any information regarding my educational needs, to/from __________________________ (ServiceProvider).

I understand that confidentially will be maintained and that case information will only be released or obtained when necessary, in the best interest of the client. I understand that my records are protected under the federal and specific State confidentially laws and regulations and cannot be disclosed without my written consent, unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time, except to the extent that action has been taken in reliance on it (e.g. the provision of treatment upon consent to disclosure to third-party payer or State Funding source) and that in any event this consent expires automatically as described below. I acknowledge that the consent for information to be released was given of my own free will and hereby specifically waive any claim for damage against the Taos Pueblo Education and Training Division and agree to hold Taos Pueblo harmless in their review and/or obtaining copies of my records.

This Consent Expires __________________________ or no later than Six Months from the date of case closure.

Student Signature: __________________________ Date: ________________

Witness: __________________________ Date: ________________
# Taos Pueblo Education & Training Division

P.O. Box 1846 Taos, NM 87571
575-758-5990 / Fax: 575-737-5140

# FINANCIAL NEEDS ANALYSIS

<table>
<thead>
<tr>
<th>Name:</th>
<th>Students Id# or SS #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>(P.O. Box /Street/Apt. #)</td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL YEAR: Fall 2019 – Spring 2020**

<table>
<thead>
<tr>
<th>Tuition/Fees</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room/Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books/Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Pell Grant</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL UG Sub Loan 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DL UG Base Unsub Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship -</td>
<td></td>
<td></td>
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<tr>
<td>Scholarship -</td>
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<td></td>
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<tr>
<td>Scholarship -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Awards</strong></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Parent Contribution (EFC)</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
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<table>
<thead>
<tr>
<th>Students Contribution (EFC)</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Total Contribution</strong></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
</table>

| Total Cost of Attendance | | | |
| Total Amount of Awards | - | - | |
| Total Contributions | - | - | |

| **Unmet Need** | |
|----------------||

**Name of Institute:** ____________________________

**City/State/Zip:** ____________________________

**Telephone No:** ____________________________

**Fax No:** ____________________________

I hereby give permission to the Taos Pueblo Education Division to receive my Financial Aid information.

**Student Signature:** ____________________________

**Date:** ____________________________

Please Check all that Apply:

- [ ] STUDENT IS ENROLLED IN 12 CREDIT HOURS AND IS FULL-TIME STATUS:
- [ ] STUDENT IS ENROLLED IN LESS THAN 9 CREDIT HOURS AND IS PART TIME STATUS.
- [ ] STUDENT IS SUSPENDED FROM INSITUTIONAL BASED AID/ FAILURE TO MAINTAIN SATISFACTORY PROGRESS
- [ ] STUDENT IS IN DEFAULT STATUS ON STUDENT LOANS OR STUDENT AID.
- [ ] STUDENT IS PLACED ON PROBATION FOR: ____________________________
  - How Long? ____________________________

**Financial Aid Officer Signature:** ____________________________

**Date:** ____________________________

Please Print Name: ____________________________

**E-Mail Address:** ____________________________
Taos Pueblo Undergraduate Scholarship Checklist

Name: __________________________________________

Institution: ______________________________________

Academic Year ____________________________________

☐ Taos Pueblo Scholarship Application / Student Consent Form
☐ Driver License or State ID
☐ Certificate of Indian Blood or Tribal I.D.
   *(Tribal Enrollment office 575-758-8626 Ex: 119)*
☐ Official High School Transcript and Diploma, or GED Transcript and
   Diploma, and undergraduate Degree
☐ Verification of Selective Services (Males 18-26 only)
☐ Letter of Acceptance/ Admissions from College/University/Institution
☐ Official College/ Institution Transcript('s)
☐ Must apply for Federal Student Aid and submit copy of Student Aid
   Report (SAR)
☐ Financial Aid Needs Analysis (to be completed by
   College/University/Institution Financial Aid Officer)
☐ Two Letters of Recommendation
   Letter #1 ________________________________________
   Letter #2 ________________________________________
☐ Statement of Educational Goals
☐ Program of Study
☐ Class Registration: Fall Schedule Spring Schedule
   # credit hours-
☐ Resume
☐ W-9 Form
☐ Semester grades: Fall ________ Spring ________
Form W-9
Identification Number and Certification

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

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

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

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

   - Individual/sole proprietor or single-member LLC
   - Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

   Notes: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

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) __________

      (Applicable only to accounts maintained outside the U.S.)

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.

Notes: 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

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.

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.

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.

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