



Targeted Assistance

**COVID-19 EMERGENCY RENTAL ASSISTANCE
LANDLORD AND PROPERTY OWNERS**

**REGISTRATION SYSTEM
QUICK-START USER GUIDE**

Prepared by Minnesota Housing for RentHelpMN

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1. INTRODUCTION

The RentHelpMN program allows tenants to submit online applications or submit paper application to request assistance with rent and other eligible expenses. The Program Team will review the tenant’s income and other submitted documents to determine eligibility. Landlords can assist tenants in submitting efficient and successful applications by:

- ✓ Providing tenants a copy of their current lease
- ✓ Providing tenants a ledger or rent due statement
- ✓ Providing tenants with the business name and address used for payment information
- ✓ Providing tenants with a copy of their income certification for affordable housing, so long as the income determination was made on or after January 1, 2020

Landlords can also use the system to generate applications for their tenants to complete. Please note that creating an application as a landlord/property owner only creates a limited application. No application is complete without tenant-provided eligibility and income documentation and tenant signatures. Due the private nature of the eligibility documents and the required signatures, a landlord cannot complete a tenant application wholly on their own.

For all eligible rent and fees payable to the landlord, the Program Team will first attempt to pay directly to the landlord per the Emergency Rental Assistance guidance. If the landlord is non-responsive or declines to participate in the program, RentHelpMN will make payment available directly to the tenant.

The online system facilitates the connection between properties, payment accounts, and applicants for assistance. A landlord or property owner (or their approved proxy) can register their property and payment details directly in the online application portal.

1.1 Landlord Roles in the Online System

Register and Create an Account

Before registering, please review all material in this guide and the template organizer. If landlords have all documentation and information noted in the organizer on hand when registering, the process will go much more smoothly.

On their own, or after a tenant has completed the application, landlords can set up user accounts to manage portfolio payments. Users can log back in, which requires two-factor authentication to a valid phone number or email address.

Landlords are required to upload documents and provide information on each property to be eligible to connect accounts and accept payment.

- ✓ A completed W-9 for the property owner with a valid Tax ID Number or Social Security Number for the owner.

- ✓ ACH payment information and a completed EFT form unless check payment is preferred.
- ✓ The valid business name of the ownership entity for each property.

The most recent IRS notice related to the taxable nature of Emergency Rental Assistance funds provided under this program is posted on RentHelpMN.org.

Important: Larger management companies should coordinate and designate roles that may include a dispersed model where regional or site management staff establish accounts or centralized where someone in the corporate office sets up and connects landlord accounts. While multiple users can view properties, coordinating ahead will help to avoid duplicate applications.

Important: Once complete information including tax and payment information is uploaded and saved for a property, the Program Team will review and verify the information. Landlord users cannot receive payments until accounts are validated. This is for the security of the program and for landlords. If incorrect or invalid set-up information is inputted, the work adding tenants and properties may be lost.

1.2 Landlord Actions

Once registered and logged in, a user can take the following actions:

1. Add Properties

Owners or their legal representatives will add information on of the properties in the portfolio. Each property requires the ID number, tax form, and payment type inputted even if they are the same across properties.

2. Upload/Enter Tenants to Create an Application using the create an application button

Landlords can provide information about tenants including tenant contact information for those current tenants in units with rent owed. This option only works for tenants who have an active email address that they have provided to the landlord. When logged in this option is under the “ALL APPLICATIONS” tab.

3. Agree to the Terms

Not all tenants submitted will qualify for assistance and payment from this program is not guaranteed for any Landlord or Property Owner.

4. Monitor Status as Tenants Complete and Submit Their Application

Landlords and Property Owners can login periodically to monitor the status of applications they’ve created or see what applications have been linked to their registered property (tenant-initiated applications). They can also check the status of payments and sum totals of expected assistance.

1.3 Preventing Fraud and Abuse

In multiple areas of the Landlord Registration and Application sections there are preventative measures to deter fraud, waste, and abuse of the federal resources. All Landlords and Property Owners participating in the program are expected to reflect only true and accurate information and where applicable detect and report potential instances of duplication of benefits or attempts at fraud.

1.4 Fraud & Duplication of Benefit Scenarios

Scenarios can range from unintentional acts by individuals with eligible needs resulting in duplication of benefit and recoupment actions to planned actions by one person or a coordinated group with the intent to deceive and defraud the RentHelpMN participants of Emergency Rental Assistance.

Examples for Duplication of Benefits:

- A household approved for RentHelpMN is also receiving assistance from other sources for the same delinquent rent amount and period.
- More than one family member of the applicant household applying for and receiving payments from RentHelpMN.

Examples for Fraud:

- An individual or group uses stolen or falsified identities and to apply for RentHelpMN.
- An unscrupulous landlord not absolving the delinquent rents despite having received the funding from RentHelpMN.

2. NAVIGATING THE ONLINE APPLICATION

2.1 Landlord View

The landing page of the application portal (shown below) includes the option to begin a new application as a tenant or to login to an existing application. Below the application buttons are key programmatic and eligibility information. Landlords and Property Owners should ensure this information is clear before proceeding.

Are You Eligible?

If you have experienced hardship due to COVID 19 and need assistance to pay your UTILITY BILLS, or RENT you MAY be eligible for Rent Help MN.

Tenants Apply Today

Landlords Register Here

Help, I Don't Qualify.

Check My Status

We're offline

Having Trouble Paying Your Utilities or Rent? We're Here to Help.

The Rent Help MN, RentHelpMN, works to help renters get the assistance they need to avoid utility shutoff or eviction. The RentHelpMN program is administered by Minnesota Housing and the Counties of Anoka, Dakota, Hennepin, Ramsey, Washington, and the Cities of Minneapolis and Saint Paul.



Am I Eligible?

You may qualify if you can answer yes to the following questions.

- Are you a renter household?
- Does your household income meet the program's limits?
- Has someone in your household (1) qualified for unemployment or (2) had a decrease in income or increase in expenses due to Covid-19?
- Is someone in your household at risk for housing instability or homelessness?



How Much Assistance is Available?

Every household's situation is different, so the amount of assistance you may receive will be specific to your needs.

What Costs are Eligible?

You may request assistance back to March 13, 2020. Prior expenses are not eligible.

Eligible costs include: rent, manufactured home lot rent, rental of a manufactured home, utilities including electric, gas, power, heat, water, sewer, bulk fuel, eviction costs, fees charged by your landlord, hotel costs if the hotel is your residence, and other costs related to keeping you in your home.

Costs that are not eligible include: homeowner costs, homeowner utilities, landlord-paid utilities, landlord-paid property taxes, property insurance, phone, internet, renter insurance.



How Can the Rent Help MN Help Me?

Depending on your circumstances, RentHelpMN assistance may:

- Bring your delinquent rent or utility bill(s) current.
- Pay up to 3 months of future rent at a time, until funds run out.

We're offline
Leave a message



How Do I Apply?

After you answer the prescreening questions, you must complete an application for assistance and provide documentation.

Please have all your information and documents ready to ensure faster processing of your application. An application will not begin the review process until all information has been received.

If you are requesting rental assistance, make sure the amount you request will be accepted by your landlord. If they challenge the amount, it can delay your application's processing.

What Happens Next?

If you qualify for rent assistance, we will request approval from your landlord/property manager. If your landlord/property manager approves, we will send payments directly to them to bring your rent current and pay up to 3 months of forward rent. If the landlord will not accept the funds through the program, you may be eligible to receive assistance directly to pay your rent.

If you qualify for utility assistance, we will work with your utility company(ies). If your utility company(ies) approve, we will send payments directly to them to bring your utilities current.

What Else Do I Need to Know?

For more information call or text 211.


RENT HELP MN

Assistance is provided on a fair and equal basis and the RentHelpMN program does not discriminate on the basis of race, color, creed, national origin, sex, religion, marital status, status with regard to public assistance, disability, familial status, gender identity, or sexual orientation in the provision of assistance.

Tennessee warning:

The purpose of this notice is to enable you to make an informed decision about whether to give data about yourself. This information is being collected to facilitate the implementation of the Emergency Rental Assistance Program, to effectively manage and evaluate the program's effectiveness, to comply with reporting requirements to the United States Department of Treasury, and to efficiently administer future COVID-related housing assistance programs specifically authorized by the legislature or mandated by the federal government. You are not legally required to provide any of the requested data however, if you do not provide the data, you may not be eligible for assistance.

We're offline
Leave a message



After reviewing the above information, click 'Landlords Register Here' to register a new account.

Are You Eligible?

If you have experienced hardship due to COVID 19 and need assistance to pay your UTILITY BILLS, or RENT you *MAY* be eligible for Rent Help MN.

Tenants Apply Today

Landlords Register Here

2.2 Landlord Registration

First register the contact information for the account. Accounts required a unique email address. Multiple properties, users, and tenants can be added to one account after registration.

The screenshot shows the 'RENTHELPMN' logo at the top, followed by the title 'PROPERTY MANAGER/OWNER REGISTRATION'. The registration form includes the following fields:

- First Name * (text input)
- Last Name * (text input)
- Email * (text input)
- Confirm Email * (text input, labeled 'Retype Email *')
- Password * (text input)
- Confirm Password * (text input, labeled 'Confirm Password *')
- Phone Number * (text input, placeholder: 'Phone Number *: xxx-xxx-xxxx')
- Confirm Phone Number * (text input, placeholder: 'Confirm Phone Number *: xxx-xxx-xxxx')

Below the fields is a checkbox labeled 'I agree to the Terms of Use'. A large blue 'REGISTER' button is positioned below the checkbox, and a smaller blue 'BACK' button is located at the bottom left of the form area. In the bottom right corner of the page, there is a chat widget that says 'We're offline Leave a message' with a blue chat icon.

Be sure to agree to the Terms of Use before clicking “register.”

Terms of Use

By using this website, you agree to follow and be bound by these terms of use and agree to comply with all applicable laws and regulations. It is your responsibility to review these Terms of Use periodically, and if at any time you find these Terms of Use unacceptable or if you do not agree to these terms of use, please do not use this Site. We may revise these terms of use at any time without notice to you. If you have any questions about these terms of use, please contact us. YOU AGREE THAT BY USING THIS SERVICE YOU ARE AT LEAST 18 YEARS OF AGE AND YOU ARE LEGALLY ABLE TO ENTER INTO CONTRACT. Please also refer to Minnesota Housing's Privacy Policy, Terms of Service and Disclaimers, which are each incorporated by reference herein.

The Minnesota Housing (MHFA) provides an online portal to provide an automated software solution to eligible individuals who choose to apply for aid through its programs. The MHFA strives to keep its documents accurate, current and up-to-date. However, due to possible changes in the law providing the funding for its programs, the MHFA cannot guarantee that all the information on the site is completely current and will update the information as program changes occur. This site is not intended to create any agent or representative relationship, and by using the site, no agent or representative relationship will be created with the MHFA.

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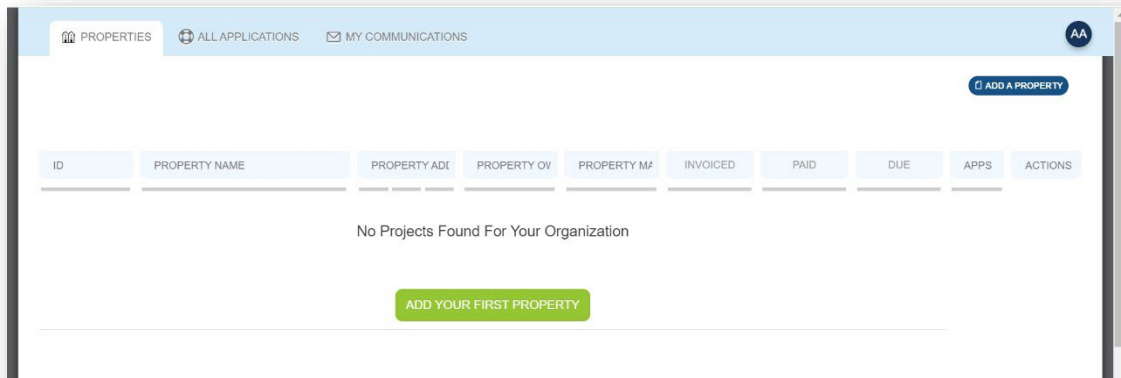
Authorization to share info - The MHFA agrees to maintain the confidentiality of user's information; however, user authorizes the MHFA, its agents, and its affiliates to release/exchange information from user's application in order to assist in the review of program applications and to assist the user in pursuing utility shut-off, rental or eviction prevention options, or other services related to the program to which you are applying. This information will be released only to those institutions, companies and agencies that the MHFA believes can provide utility shut-off, rental, eviction, or other assistance related to the program's goals. Examples of such entities include state and public agencies, real estate related service providers, public utilities, housing organizations, landlords, property managers, legal aid, and other nonprofit organizations. If necessary, information on file at another entity may also be released to the MHFA, its agents, and affiliates.

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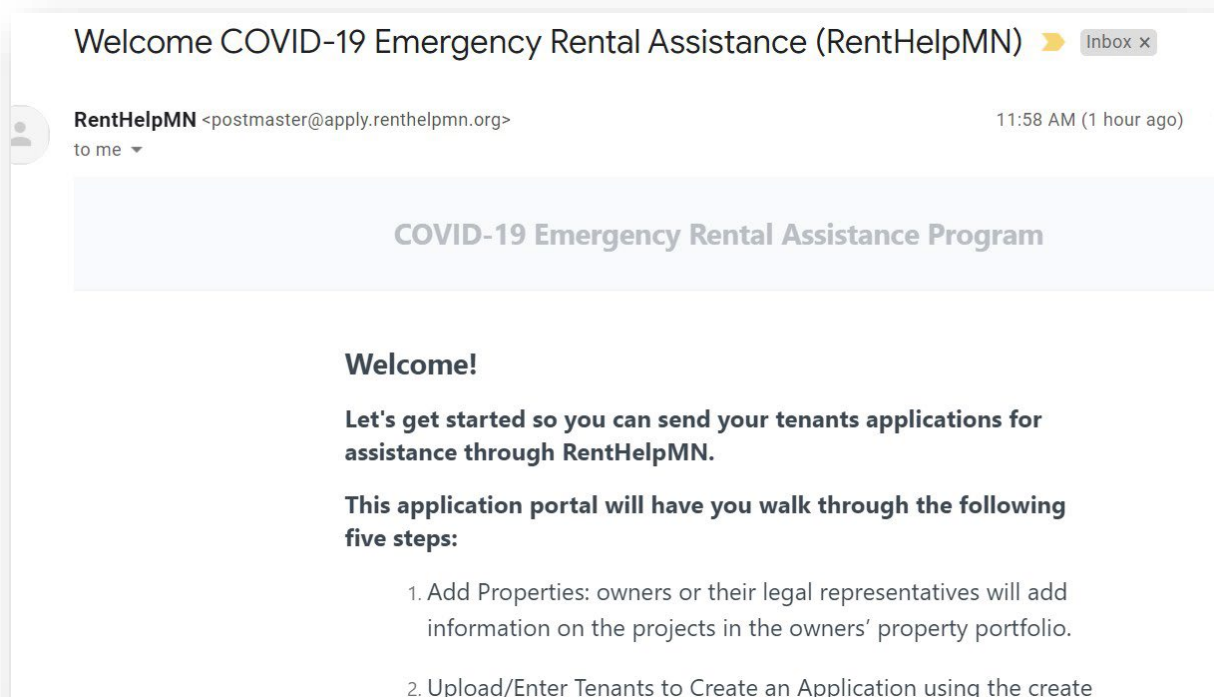
2.3 Landlord Dashboard

Once the Landlord has registered, the dashboard they see will list all of their registered properties. When tenants apply, they indicate their Landlord and property address and their applications will then be visible by the Landlord in this dashboard.



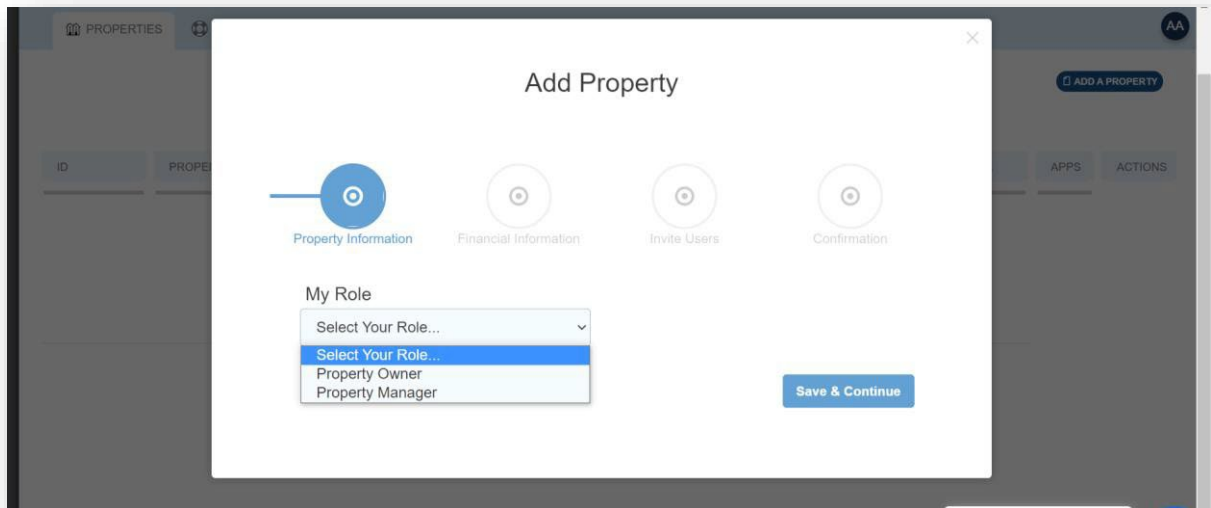
Initially, the dashboard will be empty. For each property landlords can register the address and information to their account.

Users will also receive a confirmation email that the account has been created.



Step 1. Property Information

The radio buttons indicate the step in the process.

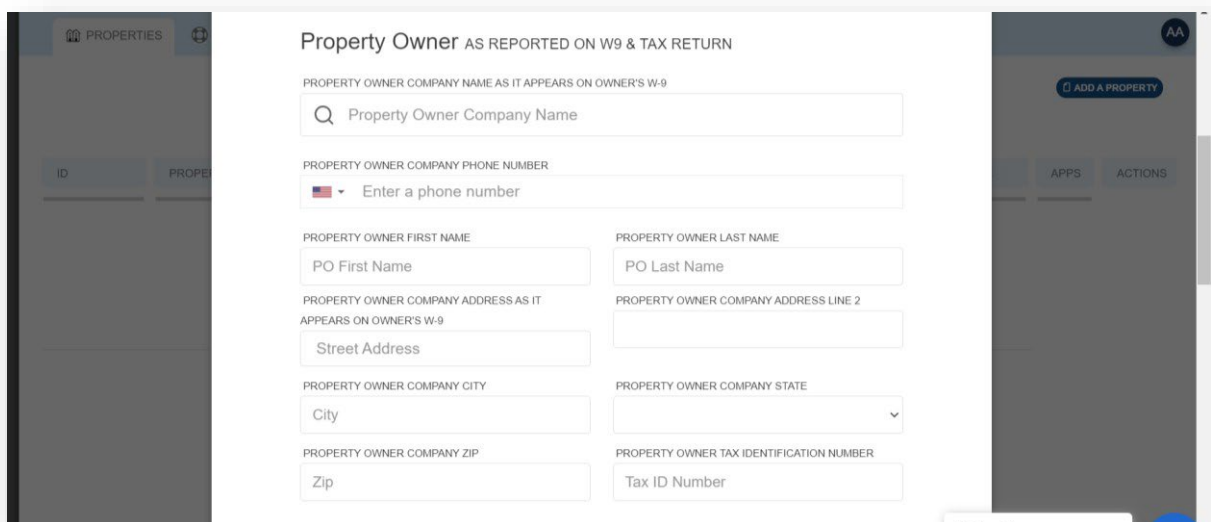


The screenshot shows a modal window titled "Add Property" with a close button (X) in the top right. Below the title are four progress indicators represented by circles with a central dot. The first indicator, labeled "Property Information", is filled with blue and has a white dot in the center. The other three indicators, labeled "Financial Information", "Invite Users", and "Confirmation", are empty circles with a grey dot in the center. Below the progress indicators is a "My Role" section with a dropdown menu. The dropdown is open, showing the following options: "Select Your Role..." (highlighted in blue), "Property Owner", and "Property Manager". To the right of the dropdown is a blue button labeled "Save & Continue".

“Property Name” is the complex or property name tenants will know, such as “Daisy Hill Farms on 4th Street,” “Longview Estates,” or “The Willows.”

“Street Address” is the location of the complex or property. The system will look up addresses behind the scene – select the property address once see it in the list, or type it in. Note that each individual address in the complex will need to be entered.

Select the role – either as the **Property Owner** or **Property Manager**.



The screenshot shows a form titled "Property Owner AS REPORTED ON W9 & TAX RETURN". The form contains the following fields:

- PROPERTY OWNER COMPANY NAME AS IT APPEARS ON OWNER'S W-9: A search-style input field with a magnifying glass icon and placeholder text "Property Owner Company Name".
- PROPERTY OWNER COMPANY PHONE NUMBER: A field with a US flag icon and placeholder text "Enter a phone number".
- PROPERTY OWNER FIRST NAME: A field with placeholder text "PO First Name".
- PROPERTY OWNER LAST NAME: A field with placeholder text "PO Last Name".
- PROPERTY OWNER COMPANY ADDRESS AS IT APPEARS ON OWNER'S W-9: A field with placeholder text "Street Address".
- PROPERTY OWNER COMPANY ADDRESS LINE 2: An empty field.
- PROPERTY OWNER COMPANY CITY: A field with placeholder text "City".
- PROPERTY OWNER COMPANY STATE: A dropdown menu.
- PROPERTY OWNER COMPANY ZIP: A field with placeholder text "Zip".
- PROPERTY OWNER TAX IDENTIFICATION NUMBER: A field with placeholder text "Tax ID Number".

Add the Property Owner information as it appears on the W-9 (this is the entity that will receive payment for this address).

If the Property Management firm or individual is the same as the Property Owner, indicate by checking the box. If the Property Management firm or individual is different, enter the appropriate information.

Property Manager

This Company's Name and Contacts will be listed in the tenant's search results.

The Property Manager Is The Same As The Property Owner

PROPERTY MANAGER COMPANY NAME
Property Manager Company Name

PROPERTY MANAGER COMPANY PHONE NUMBER
Enter a phone number

PROPERTY MANAGER FIRST NAME: Erica
PROPERTY MANAGER LAST NAME: Dauer

PROPERTY MANAGER COMPANY ADDRESS LINE 1: Street Address
PROPERTY MANAGER COMPANY ADDRESS LINE 2: [Empty]

PROPERTY MANAGER COMPANY CITY: City
PROPERTY MANAGER COMPANY STATE: [Dropdown]

It is important to enter the information for the payee (whomever will be receiving the payments for any rents and fees due) in the **Property Owner Company Name** field. This is the entity that will receive the payments for this property, and must be the firm/individual named in the W-9 and payment account ownership.

Add Property

Property and Related Companies | Payment Information | Invite Users | Confirmation

PLEASE SELECT THE PRIMARY PROGRAM YOU WILL BE UTILIZING

- COVID-19 Emergency Rental Assistance
- COVID-19 Emergency Rental Assistance (Ramsey)
- COVID-19 Emergency Rental Assistance (Dakota)
- COVID-19 Emergency Rental Assistance (Washington)
- COVID-19 Emergency Rental Assistance (Hennepin)
- COVID-19 Emergency Rental Assistance (St. Paul)
- COVID-19 Emergency Rental Assistance (Minneapolis)

Save & Continue

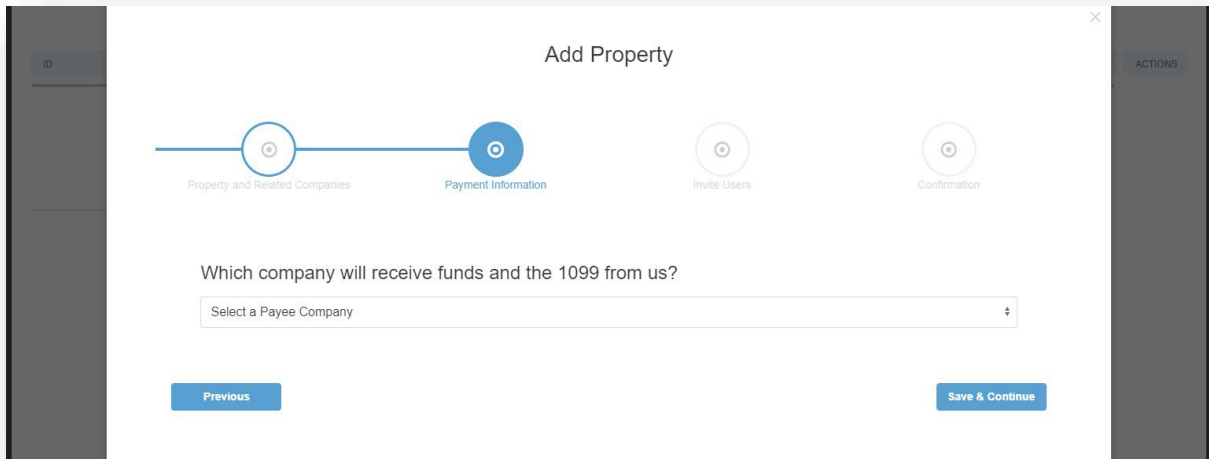
The system will prompt selection of the program; select the program “COVID-19 Emergency Rental Assistance”.

Click Save & Continue.

Step 2: Payment Information

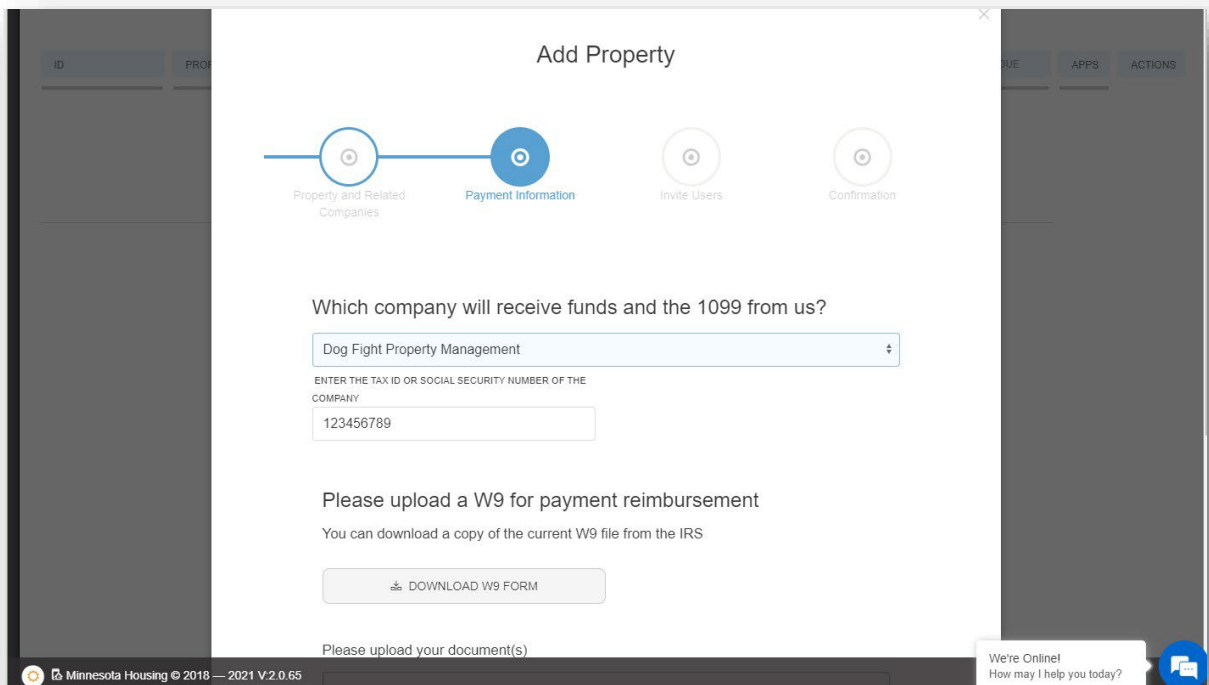
The radio button tells us we are now in the payment information section.

Select the company or individual to receive payment from the dropdown list for this property.



The screenshot shows a web interface titled "Add Property" with a progress bar at the top. The progress bar has four steps: "Property and Related Companies", "Payment Information", "Invite Users", and "Confirmation". The "Payment Information" step is currently selected and highlighted in blue. Below the progress bar, there is a question: "Which company will receive funds and the 1099 from us?". Underneath this question is a dropdown menu with the placeholder text "Select a Payee Company". At the bottom of the form, there are two buttons: "Previous" on the left and "Save & Continue" on the right.

The tax identification number (TIN) or social security number for the company or person must be entered to receive the payments. The W-9 must include this TIN or social security number.



This screenshot shows the same "Add Property" form as the previous one, but with more information entered. The dropdown menu now displays "Dog Fight Property Management". Below the dropdown, there is a label "ENTER THE TAX ID OR SOCIAL SECURITY NUMBER OF THE COMPANY:" followed by a text input field containing the number "123456789". Below this, there is a section titled "Please upload a W9 for payment reimbursement" with a subtext: "You can download a copy of the current W9 file from the IRS". Underneath is a button labeled "DOWNLOAD W9 FORM". At the bottom of the form, there is a label "Please upload your document(s)". The footer of the page includes "Minnesota Housing © 2018 — 2021 V.2.0.65" and a chatbot icon with the text "We're Online! How may I help you today?".

If a W-9 is needed to complete for this property, download the form the link, or see the back of this guide (Appendix 1). Upload the completed W-9 into the system by selecting

the Upload link. Once uploaded, preview the document to check it was successfully uploaded.

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

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

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

Employer identification number

Next, chose the method for payment: ACH (Automated Clearing House) or check, indicate if the account to receive payment is checking or savings, provide the routing and account numbers, and upload a copy of a cancelled check or ACH Payment Form (attached at the back of this guide as Appendix 2).

Payment Method

ACH

ACCOUNT TYPE

Checking Savings

ROUTING NUMBER

123654987

ROUTING NUMBER CONFIRMATION

123654987

ACCOUNT NUMBER

987654321

ACCOUNT NUMBER CONFIRMATION

987654321

Voided Check Image

Please upload your document(s)

UPLOAD FILE

Previous Save & Continue

RENT HELPMN Direct Deposit Authorization for Electronic Funds Transfer (EFT)

Please upload this form to your RentHelpMN account at: apply.renthelpmn.org or mail to: RentHelpMN
Document Services Center
 1055 American Boulevard, Suite A
 Bloomington, MN 55420 Fax: 952-285-2318
Instructions for completing this form are on the back. Please print clearly and use black ink.

Mailing Address (General)

Name _____
 Address _____
 City _____ State _____ Zip Code _____

Contact Information - Please list person who can respond if additional information is required.

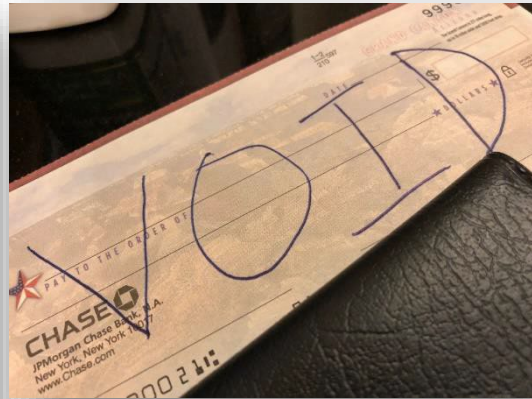
Contact Name _____
 Email Address _____
 Email address for payment notification _____
 (if different from above)
 Phone (____) ____-____ Ext. _____

Tax Identification Information

Federal ID/Social Security Number _____
 Federal ID/Social Security Name _____

Financial Institution Information *Note: Do not use /, \, /, or ~ in any fields in this section. Replace with spaces.*

ABA Routing Number _____
 Customer Account Number _____
 Financial Institution _____
 Street Address _____



To see the uploaded document, click the “preview” icon.

Click Save & Continue.


Payment Method
 ACH

ACCOUNT TYPE
 Checking Savings

ROUTING NUMBER: 123654987 ROUTING NUMBER CONFIRMATION: 123654987

ACCOUNT NUMBER: 987654321 ACCOUNT NUMBER CONFIRMATION: 987654321

Voided Check Image

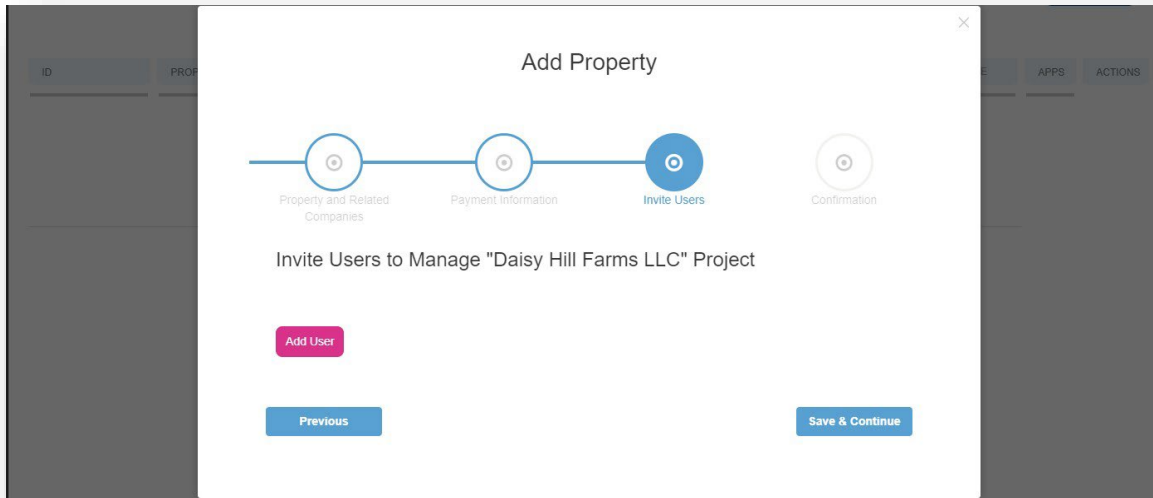
 check copy-1618269557.pdf
 Uploaded 04/12/2021
 NOTE: ANY MEMBER OF YOUR ORGANIZATION WITH ACCESS TO THIS SITE IS ABLE TO REVIEW THIS SENSITIVE INFORMATION. PROVIDE ACCESS WITH CARE.

[Previous](#) [Save & Continue](#)

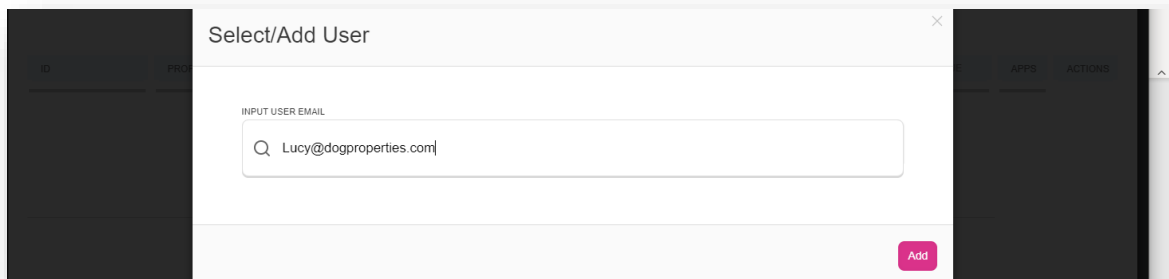
Step 3: Add Users

Individuals may now be associated to the property, providing them access to the system. They will only be able to view information for properties associated to them as a contact. Please note that users may be able to view sensitive information such as tax forms and bank account information.

Click the “add user” button to begin (if would like to associate others with the property). If no others to add, click Save & Continue.



Provide the user’s email address (this becomes the user’s name) and click “add.”



Provide the individual’s name, phone number and role with the property and either add another user or Save & Continue.

Success – the property was added! Select “add another property” or “done.”

If select “add another property,” return to the Property Information page.

If select “done,” return to Property Owner Dashboard with a property owner’s properties. This property owner has entered 4 properties into the system.

ID	PROPERTY NAME	PROPERTY ADDRESS	PROPERTY OWNER	PROPERTY MANAGER	INVOICED	PAID	DUE	APPS	ACTI
46455	Daisy Hill Farms LLC	300 Nicollet Mall Minneapolis MN 55401	Charles Schultz Dylan Properties (916) 715-5586 500 West Sonoma Blvd Petaluma CA 94955	Charles Schultz Dylan Properties (916) 715-5586 500 West Sonoma Blvd Petaluma CA 94955	\$0 <small>Invoiced Amount</small>	\$0 <small>Amount Paid</small>	\$0 <small>Amount Due</small>	0	
46456	Daisy Hill Farms LLC	300 Nicollet Mall Minneapolis MN 55401	Charles Schultz Dylan Properties (916) 715-5586	Charles Schultz Dylan Properties (916) 715-5586	\$0 <small>Invoiced Amount</small>	\$0 <small>Amount Paid</small>	\$0 <small>Amount Due</small>	0	

Appendix 1: W-9 Form

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="font-size: small; margin: 0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																																															
<p>Print or type. See specific instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Apply to accounts maintained outside the U.S.)</p>																																																																
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requestor's name and address (optional)</p>																																																															
<h3>Part I Taxpayer Identification Number (TIN)</h3>																																																																	
<p>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.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number to Give the Requester for guidelines on whose number to enter.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center; font-size: x-small;">Social security number</td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">-</td> <td colspan="3" style="text-align: center;">-</td> <td colspan="3"></td> </tr> <tr> <td colspan="9" style="text-align: center; font-size: x-small;">OR</td> </tr> <tr> <td colspan="9" style="text-align: center; font-size: x-small;">Employer identification number</td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">-</td> <td colspan="3" style="text-align: center;">-</td> <td colspan="3"></td> </tr> </table>	Social security number																		-			-						OR									Employer identification number																		-			-					
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<h3>Part II Certification</h3>																																																																	
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding and, as such, I am not required to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>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 returns. 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 this certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																																																																	
<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																																																															
<h3>General Instructions</h3>																																																																	
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>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.</p> <p>Purpose of Form</p> <p>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:</p> <ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third-party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>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.</p>																																																																	
<p>OMB No. 1545-0047</p>		<p>Form W-9 (Rev. 10-2018)</p>																																																															

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

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

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

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

IF the entity/person on line 1 is a(n) ...	THEN check the box for ...
<input type="checkbox"/> Corporation	Corporation
Individual Sole proprietorship, or <input type="checkbox"/> Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
<input type="checkbox"/> LLC treated as a partnership for U.S. federal tax purposes, <input type="checkbox"/> LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or <input type="checkbox"/> LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
<input type="checkbox"/> Partnership	Partnership
<input type="checkbox"/> Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1- An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2- The United States or any of its agencies or instrumentalities
- 3- A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4- A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5- A corporation
- 6- A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7- A futures commission merchant registered with the Commodity Futures Trading Commission
- 8- A real estate investment trust
- 9- An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10- A common trust fund operated by a bank under section 584(a)
- 11- A financial institution
- 12- A middleman known in the investment community as a nominee or custodian
- 13- A trust exempt from tax under section 664 or described in section 4947

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

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

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A-An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B- The United States or any of its agencies or instrumentalities

C-A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D-A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E-A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F-A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G-A real estate investment trust

H-A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I-A common trust fund as defined in section 584(a)

J-A bank as defined in section 581

K-A broker

L-A trust exempt from tax under section 664 or described in section 4947(a)(1)

M-A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Fonns to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderFonns to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method 1 or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

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

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

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

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

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

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



If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Appendix 2: ACH Form

 <p>Please upload this form to your RentHelpMN account at: apply.renthelpmn.org or mail to: RentHelpMN Document Services Center 1055 American Boulevard, Suite A Bloomington, MN 55420</p>	<h3 style="text-align: center;">Direct Deposit Authorization for Electronic Funds Transfer (EFT)</h3> <p style="text-align: right;">Fax: 952-285-2318</p> <p style="text-align: right;"><i>Instructions for completing this form are on the back. Please print clearly and use black ink.</i></p>
Mailing Address (General)	
Name <input style="width: 100%;" type="text"/>	
Address <input style="width: 100%;" type="text"/>	
City <input style="width: 30%;" type="text"/>	State <input style="width: 10%;" type="text"/>
Zip Code <input style="width: 20%; text-align: center;" type="text"/>	
Contact Information - Please list person who can respond if additional information is required.	
Contact Name <input style="width: 100%;" type="text"/>	
Email Address <input style="width: 100%;" type="text"/>	
Email address for payment notification <input style="width: 100%;" type="text"/>	
<small>(if different from above)</small>	
Phone <input style="width: 10%; text-align: center;" type="text"/> - <input style="width: 10%; text-align: center;" type="text"/> - <input style="width: 10%; text-align: center;" type="text"/>	Ext <input style="width: 10%; text-align: center;" type="text"/>
Tax Identification Information	
Federal ID/Social Security Number	<input style="width: 20%; text-align: center;" type="text"/>
Federal ID/Social Security Name	<input style="width: 80%;" type="text"/>
Financial Institution Information <small>Note: Do not use /, \, *, - or ~ in any fields in this section. Replace with spaces.</small>	
ABA Routing Number	<input style="width: 30%; text-align: center;" type="text"/>
Customer Account Number	<input style="width: 60%; text-align: center;" type="text"/>
Financial Institution	<input style="width: 100%;" type="text"/>
Street Address	<input style="width: 100%;" type="text"/>
City, State, ZIP Code	<input style="width: 60%; text-align: center;" type="text"/> <input style="width: 10%; text-align: center;" type="text"/> <input style="width: 30%; text-align: center;" type="text"/>
Type of Account:	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Authorization to Make Electronic Fund Payments	
<p>I authorize the Minnesota Housing Finance Agency, Dakota County, Hennepin County, Ramsey County, Washington County, and the cities of Minneapolis and Saint Paul, and their successors and assigns, collectively referred to as RentHelpMN, to deposit, by electronic fund transfer, payments owed to me by RentHelpMN and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. RentHelpMN shall deposit the payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments maybe erroneously transferred electronically.</p> <p>I consent to and agree with the National Automated Clearing House Association Rules and Regulations and RentHelpMN's Ruleabout electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.</p>	
Authorized Signature 	Printed Name <input style="width: 200px;" type="text"/>
Title <input style="width: 100px;" type="text"/>	Date <input style="width: 100px;" type="text"/>

Completing the Direct Deposit Authorization for Electronic Fund Transfer (EFT) Form

Notice of Intent to Collect Private Data

All payment recipients are asked to *provide* private data to the Minnesota Housing Finance Agency, Dakota County, Hennepin County, Ramsey County, Washington County, the cities of Minneapolis and Saint Paul, and their successors and assigns, hereafter referred to collectively as RenHelpMN, for the following purposes,

State employees who support this function of the state's accounting system need to access the data to verify information. Others who have legal access to the data include: Legislative Auditor, Attorney General, enforcement agencies with statutory-authority, and any other person or entity authorized by law or court order,

Social Security Number (SSN) or Federal Employee Identification Number (FEIN): Needed for identification purposes, This number is used to match recipients with payments, This number is also called a Tax Identification Number or TIN number. You are not legally required to provide this data. However, without this information we cannot convert you to EFT,

ABARouting Number, Account Number, Account Type: This data is required to correctly deposit payments to your designated bank account. You are required by law to provide this information. Incomplete information may cause a delay in converting to EFT, Additionally, incorrect information may cause a payment to be delayed or deposited to the wrong account,

Instructions for Completing the Form

Determine which bank accounts will be used for direct deposit, A separate copy of the Electronic Fund Transfer Authorization form is required for each bank account.

Mailing Address (General)

Name, Address, City, State, Zip Code. Enter the name of the business or individual, address, city, state, and zip code,

Contact Information

Enter the name, email address, and phone number of the person who can respond to questions regarding the information provided on this form.

Tax Identification Information

Federal 10/ Social Security Number and Name. Enter the nine-digit Federal Employer Identification Number (FEIN) for business, or the nine-digit Social Security Number (SSN), Enter the name associated with either the FEIN or SSN listed on the form,

Financial Institution Information

1. ABARouting Number. Enter the ASA Routing Number to identify your financial institution. Contact your bank if you are not sure what number to put in this field,
2. Customer Account Number, Enter your bank account number. Contact your bank if you are not sure what number to put in this field,
3. Financial Institution Name, Address, City, State, Zip Code. Enter the name and address of your financial institution,
4. Type of Account. Indicate if the account listed on this form is a checking or savings account.

Authorization to Make Electronic Fund Payments

Sign the form and print your name and title (if any) and the date.

Send the Form

Please upload this form to your RentHelpMN account at: [apply,renthelpmn.org](http://apply.renthelpmn.org)

or mail to:

RentHelpMN
Document Services Center
3745 Louisiana Ave S.
St. Louis Park, MN 55426

or

Fax: 952-285-2318

To change your ACH payment information complete a new ACH form and upload to your RentHelpMN account, or mail or fax the form using the information above.