CIVILITY PLEDGE
The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy and openness. We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

ALAN HALLMAN
MAYOR

MIKE RAST
ALDERMAN AT LARGE

BRETT REICHERT
COUNCILMAN AT LARGE

MARK ADAMS
COUNCILMAN WARD I

CHLOE ALEXANDER
COUNCILMAN WARD II

MAYOR AND COUNCIL REGULAR SESSION

Join in person at 700 Doug Davis Drive, Hapeville, GA 30354 Or, visit the City's Website for live stream at https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes

February 6, 2024 6:00 PM

AGENDA

1. **CALL TO ORDER:**
2. **ROLL CALL:**
   Alan Hallman
   Mike Rast
   Brett Reichert
   Mark Adams
   Chloe Alexander
3. **WELCOME:**
4. **PLEDGE OF ALLEGIANCE:**
5. **INVOCATION:**
6. **PRESENTATIONS:**

6.I. Consideration and Action to Surplus Chief Rick Glavosek's weapon, Badge, and Retiree ID card.

Background:
Customarily, when an officer retires from the police department, the department presents the retiree with their service weapon, badge, and a retiree ID Card. On Wednesday January 3, 2024, Chief Rick Glavosek retired from the City of Hapeville Police Department. The City Manager requests the Mayor and City Council declare the Glock 9mm handgun, serial number BDYM737 that Chief Glavosek carried on duty, his issued department uniform badge and a Retiree ID card surplus city property and allow City Officials present the items to Chief Glavosek in recognition of his service to The City of Hapeville.

6.II. Proclamation Honoring Chief Rick Glavosek on Career Retirement.

Supporting Document(s):
1. Proclamation Recognizing and Honoring Chief Glavosek

6.III. Proclamation Acknowledging The First Introduction of the Equal Rights Amendment.

Supporting Document(s):
1. Proclamation Acknowledging the First Introduction of the Equal Rights Amendment

7. **PUBLIC HEARING:**
8. **QUESTIONS ON AGENDA ITEMS:**

The public is encouraged to communicate their questions, concerns, and suggestions during Public Comments. The Council does listen to your concerns and will have Staff follow-up on any questions you raise. Any and all comments should be addressed to the Governing Body, not to the general public and delivered in a civil manner in keeping with common courtesy and decorum.

9. CONSENT AGENDA:

9.I. Consideration and Action to Approve January 9th Council Meeting minutes.

Supporting Document(s):

1. 01092024 Minutes

9.II. Consideration and Action to Approve January 9th Executive Session Meeting minutes.

9.III. Consideration and Action to approve the Exchange Club's use of the concession stand during the 2024 baseball season at Tom E. Morris Park.

Background:
The Exchange Club is requesting the use of the concession stand for fundraising during the spring ball season, beginning opening day, April 13, 2024.

10. OLD BUSINESS:

11. NEW BUSINESS:

11.I. Consideration and Action to approve a sanitation price increase for Solid Waste Services.

Background:
The City of Hapeville has decided to bring their Solid Waste Service back in-house using city staff. With the increase in fuel costs, recycling costs, and the need for new equipment & personnel, an increase in sanitation fees is necessary. Sanitation Services are funded with user fees in an enterprise fund known as the Solid Waste Fund. The City of Hapeville has not had a sanitation increase in over 20 years.

Supporting Document(s):

1. Solid Waste 1

11.II. Consideration and Action to approve the rental request for the Delta Scholarship 5K run.

Background:
This will be the 12^{th} Delta Scholarship 5K run. The Delta Care & Scholarship Fund is a 501(c)(3) organization. All proceeds from the 5K will benefit the Delta Scholarship Fund. The Delta Scholarship fund provides educational scholarships to worldwide employees of Delta Air Lines and their eligible dependents. Last year, the Delta Scholarship Fund awarded over 750 scholarships totaling $1.95M due to the generosity of Delta employees and our community support. Our 5K course is a USATF-certified course. We are looking to have the race on June 8^{th} starting at 7:30 am. The race starts and ends at the Delta Community Credit Union (map attached).

Supporting Document(s):

1. Delta Event
2. Delta Scholarship Fund 5k-map certified
3. GA19013DJ-2

11.III. Consideration To enter into an Agreement with National Main Street Center Inc. in the amount of $50,000 and to Authorize Mayor Alan Hallman to Sign All Necessary Documents.

Background: The City of Hapeville has been awarded the General Motor on Main Street Grant in the amount of $50,000 to implement a placemaking initiative in Hapeville. The project submitted and selected for this grant is Art District signage in two locations: the Atlanta Print Maker's Studio and Arts Alley. This project aligns with Hapeville's goal of being a Home for the Arts by providing wayfinding signage that distinguishes Hapeville's Art District.

Supporting Document(s):

1. City_of_Hapeville_2024_GM_on_Main_Street_Gran

12. CITY MANAGER REPORTS:

13. PUBLIC COMMENTS:

Members of the public wishing to speak shall sign in with the City Clerk prior to the start of the meeting. Time limitations for Registered Comments are three (3) minutes per person. The total Registered Comment session shall not last more than fifteen (15) minutes unless extended by Council. Each member of the public, who fails to sign up with the City Clerk prior to the start of the meeting, wishing to address Mayor and Council shall have a total of two (2) minutes. The entire general comment session for Unregistered Comments shall not last more than ten (10) minutes unless extended by Council.

14. MAYOR AND COUNCIL COMMENTS:

15. EXECUTIVE SESSION: *When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).*

16. ADJOURN:

Public involvement and citizen engagement is welcome as Hapeville operates a very open, accessible and transparent government. We do however remind our attendees/residents that there are times allocated for public comments on the agenda. In order for council to conduct their necessary business at each meeting, we respectfully ask that side-bar conversations and comments be reserved for the appropriate time during the meeting. This will allow the City Council to conduct the business at hand and afford our meeting attendees ample time for comments at the appropriate time during the meeting.

PROCLAMATION RECOGNIZING AND HONORING

CHIEF RICHARD M. GLAVOSEK

WHEREAS: Chief Richard M. Glavosek has devoted over two decades of his life to the service and protection of the community, embarking on a remarkable career with the City of Hapeville Police Department on May 27, 1996; and

WHEREAS: Chief Glavosek's journey in law enforcement has been characterized by a steadfast commitment to excellence, an unwavering dedication to public safety, and a remarkable rise through the ranks, showcasing his exemplary leadership; and

WHEREAS: Chief Glavosek's early career involved collaboration on the Tri Cities narcotics board, where he worked in conjunction with law enforcement agencies from College Park, East Point, Fairburn, Union City, and Palmetto to combat narcotics-related challenges in the region; and

WHEREAS: Chief Glavosek's outstanding performance and contributions to the City of Hapeville Police Department earned him successive promotions, with notable milestones including his appointment as Sergeant in October 2000, followed by the positions of Lieutenant in October 2003 and Captain in February 2007; and

WHEREAS: Chief Glavosek's competence and leadership were further acknowledged when he assumed the role of Interim Chief of Police in April 2007, subsequently being officially promoted to Chief of Police in June 2007; and

WHEREAS: Chief Glavosek's influence extended beyond the local community, with active participation in esteemed organizations such as the Georgia Association of Chiefs of Police (GACP) and the International Association of Chiefs of Police (IACP), showcasing his commitment to professionalism and ethical policing; and

WHEREAS: Chief Glavosek's dedication to upholding high standards in law enforcement was underscored by his service on the Certification Committee for the GACP, as well as his involvement in numerous hiring panels for the organization; and

WHEREAS: Chief Glavosek's legacy is not only defined by his professional achievements but also by the unwavering support of his family, including his lovely wife Laurie Glavosek and his four children Andrea, Alec, Cole, and Hunter; and

WHEREAS: Chief Richard M. Glavosek embarks on a well-deserved retirement, his legacy of leadership, integrity, and commitment to community safety serves as an enduring inspiration to those who follow in his footsteps; and

NOW, THEREFORE, BE IT RESOLVED, that the members of this City Council formally do hereby proclaim our gratitude and appreciation for Chief Richard Glavosek' s distinguished service and commend him for his outstanding contributions to the City of Hapeville and the law enforcement community. We salute his hard work and career of selfless dedication with our congratulations and best wishes for continued success in all his endeavors. We express our sincerest hope that retirement brings him excellent health, happiness, and prosperity:

By: ______________________
Alan Hallman, Mayor

Attest: ______________________
Sharee N. Steed, City Clerk

PROCLAMATION ACKNOWLEDGING THE FIRST INTRODUCTION OF THE EOUAL RIGHTS AMENDMENT

WHEREAS: The “Equality of Rights under the law shall not be denied or abridged by the United States or by any state on account of sex”– section 1 of the currently unpublished 28th Amendment of the US Constitution; and

WHEREAS: On December 10, 1923, the Equal Rights Amendment (ERA), written by Alice Paul and Crystal Eastman was introduced to Congress by Senator Curtis of Kansas. Three years after the ratification of the 19th Amendment that gave women the right to vote; and

WHEREAS: The National Woman’s Party sponsored the bill and continued grassroots activism across the Country to advocate that it would one day become law; and

WHEREAS: Representative Martha Griffiths reintroduced the bill to Congress in 1971. Finally, being approved by the US House of Representatives on October 12, 1971, and by the US Senate on March 22, 1972. Sending the ERA to the state legislatures for ratification; and

WHEREAS: By 1977, 35 of the 38 necessary States had ratified the amendment; and

WHEREAS: Nevada was the 36th State to ratify in 2017. Illinois followed in 2018 and finally Virginia in 2020. Bringing the total ratifications to 38 States, the number provided by Article V of the US Constitution; and

WHEREAS: There are several organizations like National Organization for Women and others that continues the fight for ratification in the remaining 12 States, Georgia among them; and

WHEREAS: It has been over 50 years since the ERA left Congress on the road to ratification. It has been 100 years since Alice Paul and the National Woman's Party asserted that women should be equal with men; and

WHEREAS: Under the leadership of President Triana Arnold James, Georgia National Organization for Women and its members will continue the effort to enshrine equality for women in our Constitution; and

WHEREAS: We proudly honor the work and support by the late Georgia First Lady Honorable Mrs. Rosalynn Carter of the Equal Rights Amendment including her commissioning a Women’s Rights Advisory and attending and speaking at the 1977 Woman’s Convention in Houston, Texas with the late Honorable Mrs. Corey’s Scott King; and

THEREFORE, BE IT RESOLVED, that the City of Hapeville acknowledges and commemorates the 10th Day of December as the Annual Day of Recognition of the Introduction of the Equal Rights Amendment.

By: ______________________ Attest: ______________________

Alan Hallman, Mayor Sharee N. Steed, City Clerk

CIVILITY PLEDGE
The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy and openness. We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

ALAN HALLMAN
MAYOR

MIKE RAST
ALDERMAN AT LARGE

BRETT REICHERT
COUNCILMAN AT LARGE

MARK ADAMS
COUNCILMAN WARD I

CHLOE ALEXANDER
COUNCILMAN WARD II

MAYOR AND COUNCIL REGULAR SESSION

Join in person at 700 Doug Davis Drive, Hapeville, GA 30354 Or, visit the City's Website for live stream at https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes

January 9, 2024 6:00 PM

MINUTES

1. **CALL TO ORDER:** by Mayor Hallman at 6:04 PM
2. **ROLL CALL:** All Members of Council were present, which constituted a quorum.
   - ✓ Alan Hallman
   - ✓ Mike Rast
   - ✓ Brett Reichert
   - ✓ Mark Adams-*present via telephone*
   - ✓ Chloe Alexander
3. **WELCOME:** Mayor Hallman welcomed all to the January 9th Meeting.
4. **PLEDGE OF ALLEGIANCE:** The pledge of allegiance was recited in unison.
5. **INVOCATION:** Given by Pastor Barry Odom.
6. **PRESENTATIONS:**

6.I. Oath of Office - Administered by Honorable Fulton County Superior Court Judge Eric Dunaway.

i. Swearing-In for Mayor Alan Hallman
ii. Swearing-In for Alderman at Large Michael Rast

Honorable Judge Eric Dunaway administered the oath of office to Mayor Alan Hallman and Alderman at Large Michael Rast, officially inaugurating them into their respective roles

6.II. Oath of Office - Administered by Honorable Mayor Alan Hallman.

i. Swearing-In for Chief of Police, Bruce M. Hedley

Honorable Mayor Alan Hallman administered the oath of office, officially appointing Chief Bruce Hedley as the Chief of Police for the City of Hapeville.

7. **PUBLIC HEARING:**

7.I. Consideration and Action of an amendment to the Code of Ordinances, Chapter 90 (Subdivisions) - Second Reading. ***Ordinance 2024-02***

Background:
Consideration of an amendment to the Code of Ordinances, Chapter 90 (Subdivisions), Sections 90-1-1 (Purpose, authority and jurisdiction), 90-1-2 (Procedure for plat approval), 90-1-4 (Development prerequisite to final approval) for the purpose of amending the subdivision ordinance.

The Planning Commission considered this item on November 13, 2023, and recommended approval. Staff supports their recommendation.

Staff Comments: City Planner, Dr. Lynn Patterson briefly stated to the Council that this marks the second reading, specifically addressing accessory structures. As extensively discussed in the preceding meeting, the primary objective of the proposed changes is to distinguish between residential and commercial accessory structures. She affirmed that the amendments aim to establish enhanced standards for construction or, at the very least, provide clarification on existing construction standards, along with addressing non-conforming uses. Without delving into extensive detail, Dr. Patterson offered to address any questions the Mayor or Council may have.

Public Comments: No public comments were made for this public hearing item.

MOTION: Alderman Rast motioned to approve the amendment to Code of Ordinances, Chapter 90 (Subdivisions); Councilman Alexander provided a second. **Motion carried 4-0.**

7.II. Consideration and Action of an amendment to the Code of Ordinances, Chapter 93 (Accessory Uses) - Second Reading. ***Ordinance 2024-03***

Background:
Consideration of an amendment to the Code of Ordinances, Chapter 93 (Zoning), Article 1 (Title, definitions and application of regulations), Sections 93-1-2 (Definitions), 93-2-5 (Accessory uses, accessory structures, yard requirements of accessory structures, outbuildings and fences), and 93-2-6 (Abatement) for the purpose of amending the accessory uses ordinance.

This Planning Commission considered this item at the November 13, 2023, meeting and recommended approval. Staff supports their recommendation.

Staff Comments: Dr. Patterson highlighted that the current session constitutes the second reading. She clarified that one section pertains to subdivisions, while another addresses accessory structures. Dr. Patterson acknowledged an earlier conflation of these sections and emphasized that a distinct consideration is reserved for non-conforming uses. She apologized for any confusion and expressed willingness to address any questions.

Public Comments: No public comments were made for this public hearing item.

MOTION: Councilman Reichert motioned to approve the amendment to the Code of Ordinances, Chapter 93 (Accessory Uses); Alderman Rast provided a second. **Motion carried 4-0.**

7.III. Consideration and Action of an amendment to the Code of Ordinances, Chapter 93 (Zoning), Article 3 (Nonconforming Uses) - Second Reading. ***Ordinance 2024-04***

Background:
Consideration of an amendment to the Code of Ordinances, Chapter 93 (Zoning), Article 3 (Nonconforming uses), Sections 93-3-2 (Nonconforming uses permitted), 93-3-5 (Restoration), 93-3-6 (Abandonment), 93-3-9 (Enlargement), and 93-3-11 (Notice to owners of nonconforming property) for the purposes of amending the nonconforming uses ordinance.

Staff Comments: Dr. Patterson provided no additional commentary on this item.

Public Comments: No public comments were made for this public hearing item.

MOTION: Councilman Reichert motioned to approve the amendment Code of Ordinances, Chapter 93 (Zoning), Article 3 (Nonconforming Uses); Councilman Alexander provided a second. **Motion carried 4-0.**

8. QUESTIONS ON AGENDA ITEMS:

1. Aubrey Dyer- Public Comment submitted via email.

9. CONSENT AGENDA:

9.I. Consideration and Action to approve November 14, 2023, Council Meeting minutes.

9.II. Consideration and Action to approve December 5, 2023, Council Meeting minutes.

9.III. Consideration and Action to approve the December 12, 2023, Special Called meeting minutes.

9.IV. Consideration and Action to approve the December 12, 2023, Executive Session meeting minutes.

MOTION: Alderman Rast made a motion to approve the consent agenda; Councilman Reichert provided a second. **Motion carried 4-0.**

10. OLD BUSINESS: None

11. NEW BUSINESS:

11.I. Consideration and Action to approve the Organizational Appointments Ordinance. ***Ordinance 2024-01***

MOTION: Alderman Rast made a motion to approve the Organizational Appointments; Councilman Alexander provided a second. **Motion carried 4-0.**

11.II. ~~Discussion of Waste Pro Contract Renewal.~~ Consideration and Action to approve the Waste Pro Contract Renewal

In a presentation to the Council, Community Service Director Lee Sudduth conveyed that the staff had received a non-renewal letter, shedding light on the financial dynamics of the City's Solid Waste services, which operate within an enterprise fund. Mr. Sudduth underscored that the funding for solid waste is directly derived from the rates charged to customers or associated fees. Despite efforts to curtail losses over the past three years, the Solid Waste services have been consistently operating at a deficit.

Mr. Sudduth acknowledged that the initial engagement with Waste Pro had yielded positive outcomes, particularly in facilitating changes to collection methods that were previously labor-intensive and outdated. This transformation, though essential, required substantial personnel and equipment. Notably, Sudduth highlighted that most contractors would typically shy away from providing such intricate services, making Waste Pro a strategic choice for the City.
Despite operational losses over the past three years, efforts have been made to mitigate losses by partnering with Waste Pro, a contractor that facilitated changes in collection methods. Mr. Sudduth emphasized the inherent challenges associated with contractors, citing turnover and lack of pride in work.

The decision not to renew Waste Pro's contract has brought the City to a critical juncture. The lack of a price increase in over two decades and the refusal of Waste Pro to renew at the existing rate have compelled a reassessment. Mr. Sudduth presented two viable options for consideration: continuing with Waste Pro at an increased cost or bringing the service in-house.
Concerns about quality control and the need for route familiarity prompted monitoring of Waste Pro, a practice now reconsidered as the City contemplates resuming the service internally. Mr. Sudduth acknowledged the advantages and disadvantages of both approaches, highlighting the multifunctional role of the City's personnel when not engaged in contracted waste services.

Mr. Sudduth delved into the complexities of recycling, emphasizing its rising costs. While curbside recycling has been well-received, global market shifts and changes in recycling dynamics have impacted the economic viability of the service. The presentation concluded with an invitation for consensus on whether to continue with Waste Pro at an increased rate or transition the waste services back to city management.

---------------*Councilman Adams exited the meeting via telephone at 7:02 P.M.*-------------------

AMEND AGENDA:

MOTION: Alderman Rast motioned to amend the agenda to take action on non-renewal of the Waste Pro contract pending in April and the purchase of additional waste cans; Councilman

Alexander provided a second. **Motion carried 3-0.**

MOTION: Alderman Rast motioned to not renew contract with Waste Pro; Councilman Alexander provided a second. **Motion carried 3-0.**

MOTION: Councilman Reichert motioned to purchase trash cans not to exceed $110,00.00; Alderman Rast provided a second. **Motion carried 3-0.**

11.III. Discussion of the Hapeville Service League request.

DISCCUSION: Ms. L'Tesse Reese, a member of the Hapeville Service League, expressed gratitude for the remarkable group of women comprising the league. Providing a brief historical context, she recounted the league's inception in 1950, initiated by pioneering women. Ms. Reese lauded the league as an integral part of Hapeville, describing them as the community's heartbeat due to their widespread impact.

She detailed the league's multifaceted contributions, such as supporting the Family Life Center, preparing boxes for needy families, delivering meals to the elderly, awarding annual scholarships, and collaborating with the Kiwanis Club in toy drives. Emphasizing their ubiquitous presence, Ms. Reese mentioned their ongoing efforts, including organizing the annual spaghetti dinner and her specific task of handling donations. She is asking the Governing Body for a donation to contribute towards the annual spaghetti dinner. Ms. Resse stated that the allotment set for the dinner is $750.00.

Mayor Hallman addressed the audience, highlighting the unique situation of the city governed by the state's anti-gratuities clause, which imposes limitations on fund donations. Following the Mayor's commentary, City Attorney Lajauna informed the audience that the city may collaborate with charitable organizations promoting public welfare, typically 501(c)(3) or nonprofit entities. Any donation or fund allocation would necessitate a formal partnership agreement, emphasizing the prohibition of direct donations without receiving goods or services under the anti-gratuities clause.

This was a discussion item only; No action was taken

12. CITY MANAGER REPORTS: City Manager, Tim Young spoke about the Following items:

Budget Planning:

- Working on midyear budget adjustments. Adjustments information to be presented for first reading on February 6th and second reading on February 20th.
- Changing fiscal year from July 1st to September 30th for a short period.
- Limited budgeting during the three-month transition period.
- Detailed budgeting process for the new fiscal year starting October 1st.
- Meeting with council in June or July to discuss accounts and departmental information.

Upcoming Events:

- Black History Month plans in February, involving the depot, Christ Church.
- Butterfly parade scheduled for the end of March, with workshops starting soon.

13. PUBLIC COMMENTS:

1. Linda Williams
2. Lucy Dolan

14. MAYOR AND COUNCIL COMMENTS:

Councilman Reichert expressed gratitude to the residents who attended the meeting, with special acknowledgment to Mayor Hallman and Alderman Rast for their re-election as Mayor and Alderman. He extended congratulations to Chief Headley, welcoming him to Hapeville and expressing anticipation for collaboration. Additionally, Councilman Reichert thanked Community Services for the vibrant and colorful transformation of the downtown area, attributing the beauty to significant resident input.

Alderman Rast expressed gratitude to everyone, acknowledging Mayor Hallman's earlier remarks. He highlighted those individuals mentioned by the Mayor also contributed significantly to his reelection campaign, appreciating residents' support and the confidence bestowed upon him for another four years of service. Alderman Rast expressed thanks and appreciation to all residents.

Councilman Alexander echoed the sentiments expressed by her fellow Councilmembers, offering congratulations to the Mayor and alderman. She conveyed her anticipation of continuing to serve alongside them and extended wishes for happy holidays and a happy New Year. Councilman Alexander also extended a welcome to the newest staff member, Chief Hedley.

Mayor Hallman expressed gratitude for the support, love, kindness, and consideration received from the community, emphasizing the personal and deeply ingrained connection to Hapeville. He highlighted the genuine dedication of the city officials, stating that the responsibilities go beyond a mere job, running in their blood. Reflecting on the enhanced beautification efforts, especially with the holiday lights, Mayor Hallman echoed Councilman Reichert's appreciation and emphasized the significance of showcasing the heart of Hapeville. He acknowledged the hard work of the Community Service crew, even in unfavorable weather, and he expressed appreciation for their efforts. Mayor Hallman extended thanks to Rick Glavosek for his exceptional service as Chief of Police, recognizing his accessibility and care for the community. Transitioning to Chief Hedley, Mayor Hallman anticipated the same level of accessibility and dedication, emphasizing the importance of community connection**.**

15. EXECUTIVE SESSION: *When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).*

MOTION: Councilman Alexander made a motion to go into recess; Alderman Rast provided a second. **Motion carried 3-0.**

MOTION: Councilman Reichert made a motion to go into executive session at 7:33PM; Alderman Rast provided a second. **Motion carried 3-0.**

MOTION: Alderman Rast made a motion to convene back into regular session at 7:52 PM, Councilman Reichert second. **Motion carried 3-0.**

16. ADJOURN:

MOTION: Alderman Rast motioned to adjourn at 7:53 PM; Councilman Reichert provided a second**. Motion carried 3-0**

Respectfully submitted,

____
Alan Hallman, Mayor

____
Sharee Steed, City Clerk

540-SOLID WASTE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
CHARGES FOR SERVICES	574,150	46,379.38	565,790.15	0.00	8,360.08	98.54
TOTAL REVENUES	574,150	46,379.38	565,790.15	0.00	8,360.08	98.54
EXPENDITURE SUMMARY						
SOLID WASTE/RECYCLING						
PERSONNEL SERVICES	19,405	1,958.45	18,123.29	0.00	1,281.66	93.40
CONTRACTED SERVICES	514,830	89,799.16	522,670.90	0.00	(7,840.88)	101.52
SUPPLIES & MINOR EQPT	40,000	3,284.39	38,853.08	0.00	1,146.92	97.13
DEPRECIATION & AMORT	14,400	762.06	762.06	0.00	13,637.94	5.29
TOTAL SOLID WASTE/RECYCLING	588,635	95,804.06	580,409.33	0.00	8,225.64	98.60
OTHER FINANCING USES						
TOTAL EXPENDITURES	588,635	95,804.06	580,409.33	0.00	8,225.64	98.60
REVENUE OVER/(UNDER) EXPENDITURES	(14,485)	(49,424.68)	(14,619.18)	0.00	134.44	100.93

STATE OF SOLID WASTE FUND

- Solid Waste Fund has operated at a loss for the last 3 years. The fund had a loss of $ 14,618 for fiscal year ending June 30, 2023.
- CPI Index increase is up 3% over last 12 months. There have been fuel increases and disposal fee increases.
- City of Hapeville has not had a SW increase in over 20 years.

NEEDS

We need one or possibly two new garbage trucks and another CDL driver depending on type of service.

Cost of garbage truck financed: Approximately $ 350,000 ($ 84,000 for 5 years)

AREA GARBAGE RATE SURVEY

CITY	RATE	GARBAGE, RECYCLING & YARD DEBRIS
Atlanta	$ 34.00	Recycling Not included ($ 10 a month extra)
Fairburn	$ 28.84	
Kennesaw	$ 32.50	
East Point	$ 21.50	
Forest Park	$ 26.80	
Roswell	$ 24.56	
Newnan	$ 32.00	
Norcross	$ 24.58	
Spalding	$ 28.00	
Alpharetta	$ 30.65	

- $ 3.00 increase includes the basic service of garbage & yard debris collection. This option would provide a recycling center drop off located at the new public works facility that would be gated and manned to prevent contamination and illegal dumping. This is the *non curbside option* for recycling.

- $ 8.50 increase includes the basic service of garbage & yard debris collection. This option would also provide our current curbside recycling collection service. This option is higher due to add. crew, add. garbage truck & recycling carts for Friday collection. It also requires the long distance hauling of recyclables to recycling facilities.

$3.00 INCREASE = $ 79,200 ADD. REVENUE NEEDED FOR 1 TRUCK THAT WOULD BE FINANCED

$8.50 INCREASE = $ 224,400 ADD. REVENUE NEEDED FOR 2 TRUCKS, ADD. CARTS, ADD. CREW AND LONG-DISTANCE HAULING TO RECYCLING FACILITY

Sharee Steed

From:	noreply@civicplus.com
Sent:	Wednesday, January 10, 2024 5:36 PM
To:	Sharee Steed; Wayne Stephens; Ashley Moody; Fabiola Tadeo
Subject:	Online Form Submittal: Event Request Form

Event Request Form

Please note that approval by Hapeville Mayor and Council may be required for events that include any of the following:

- *More than 75 attendees*
- *Use of City staff, services, utilities, or the placement of a banner on City property*
- *Charges for admission or other event activities*

After you submit this form, you will be contacted regarding date availability, cost estimates, and, if applicable, a date to go before the Mayor and Council for approval (typically either the 1st or 2nd Tuesday of each month).

Today's Date	1/10/2024
CONTACT INFORMATION:	
Contact Person	Randy Riebel
Name of Organization	Delta
Full Mailing Address	[redacted]
City	Decatur
State	Default
Zip Code	30030
Telephone #:	[redacted]
Cell #:	*Field not completed.*
E-mail Address	[redacted]
	(Section Break)

EVENT INFORMATION:

Name of the Event:	Delta Scholarship Fund 5K
Date of the Event:	06/08/2024
Start time:	7am
End time:	11am
Arrival Time for Set-Up	5am
Location of the Event:	Other
If other was selected, please explain	5K run
How many attendees?	500
Banner:	No
If yes, where is the banner to be placed?:	*Field not completed.*
Specify dates banner will hang in proposed location:	N/A
If placing a banner on City property, provide a description of the banner (measurements, color, etc.):	N/A
Upload a pdf version of the banner:	*Field not completed.*

**Banners placed on the Jess Lucas Park fence facing S. Central Avenue must be placed to the left of the telephone pole of Christ Church.*

Will there be alcohol at this event?	No
Will there be a DJ/Music at this event?	Yes
Additional information about this event:	*Field not completed.*

(Section Break)

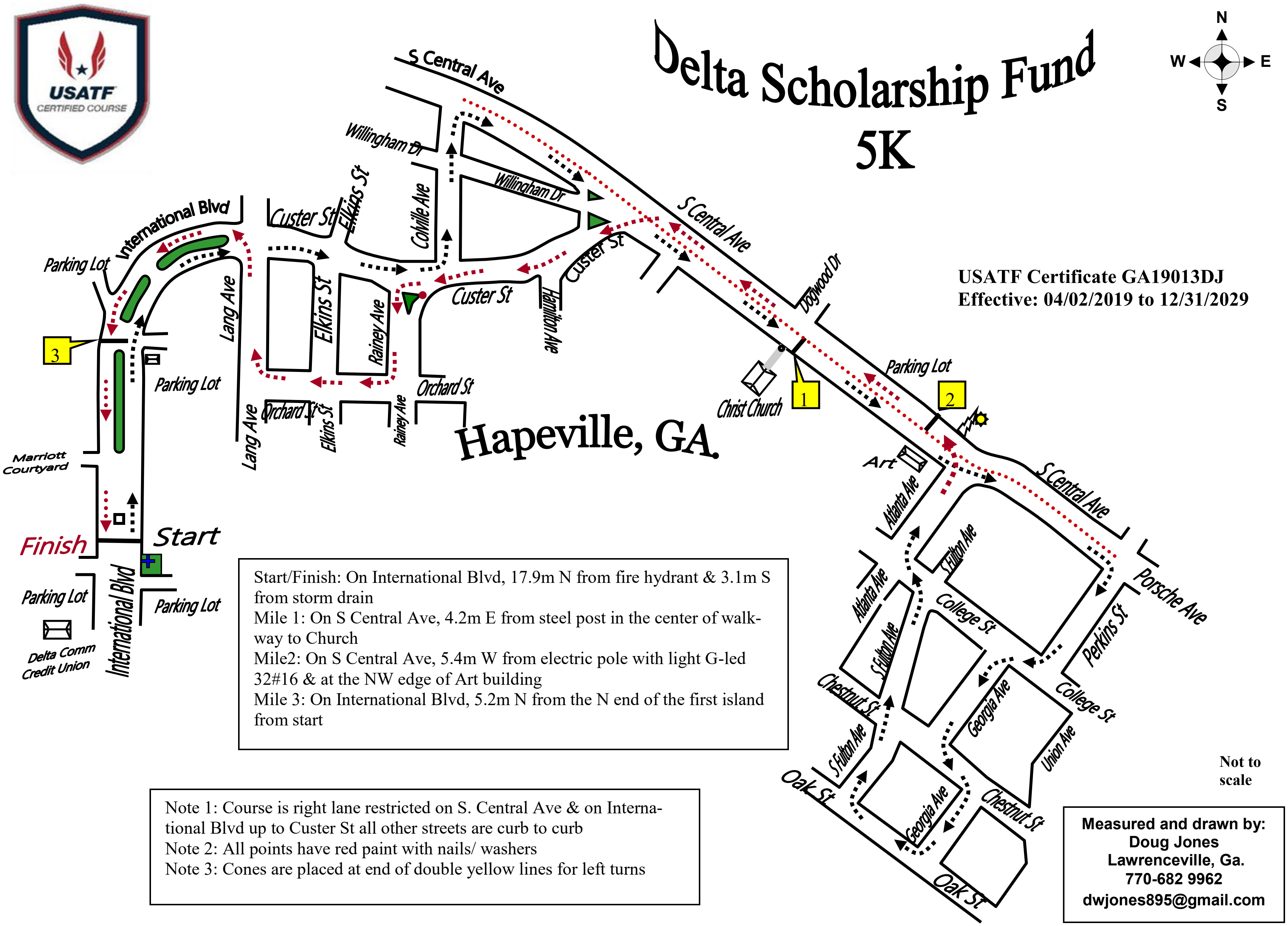
CITY SERVICES:

Check all that apply	Road Closures
Do you need City Staff to assist you with your event	Yes
If yes, please specify:	Police officers and EMTs
If requesting road closures, please specify which roads:	See attached map
Will there be a charge for admission or other event activities?	Yes
If yes, please specify:	race entry fee
	(Section Break)
VENDOR(S):	
Will there be food vendors?	Yes
Required to check box	I understand that it is the responsibility of the event organizer to ensure that all food vendors obtain a Transient Vendor or Mobile Food permit from the City Clerk.
Will there be any other kinds of vendors? If so, what will they be selling?	homemade crafts and jewelry
Required to check box	I understand that it is the responsibility of the event organizer to ensure that all non-food vendors obtain a Transient Vendor permit from the City Clerk.
	(Section Break)
LIABILITY INSURANCE:	
Do you or the organization currently possess liability insurance?	N/A
Required to check box	I understand that I may be required to provide a certificate of insurance totaling $1,000,000 General Liability for events that require Mayor and Council approval.

An application for temporary road closure will need to be filled out at the Hapeville Police Department located at 700 Doug Davis Drive, Hapeville.

Email not displaying correctly? View it in your browser.

Delta Scholarship Fund 5K



USATF Certificate GA19013DJ
Effective: 04/02/2019 to 12/31/2029

Start/Finish: On International Blvd, 17.9m N from fire hydrant & 3.1m S from storm drain
Mile 1: On S Central Ave, 4.2m E from steel post in the center of walk-way to Church
Mile2: On S Central Ave, 5.4m W from electric pole with light G-led 32#16 & at the NW edge of Art building
Mile 3: On International Blvd, 5.2m N from the N end of the first island from start

Note 1: Course is right lane restricted on S. Central Ave & on International Blvd up to Custer St all other streets are curb to curb
Note 2: All points have red paint with nails/ washers
Note 3: Cones are placed at end of double yellow lines for left turns

Not to scale

Measured and drawn by:
Doug Jones
Lawrenceville, Ga.
770-682 9962
dwjones895@gmail.com

Road Running Technical Council
USA Track & Field
Measurement Certificate

USATF

recognized by RRCA ROAD RUNNERS CLUB OF AMERICA

Name of the course: Delta Scholarship Fund 5K   Distance: 5 km

Location (state): Georgia   (city): Hapeville

Type of course: road race ☒ calibration course ☐

Measuring method: bicycle ☒ steel tape ☐ electronic distance meter ☐

Measured by (name, address, phone & e-mail): Doug Jones, 895 Cremins Rd, Lawrenceville, GA 30046
See below for more information

Race contact (name, address, phone & e-mail): Chad Staples – 1030 Delta Blvd. Atlanta, GA. 30353
404.375.5705   chad.staples@delta.com

Date(s) when course measured: March 29,2019

Number of measurements of entire course: 2   Course Configuration: out/loop/back

Elevation (meters above sea level) Start 295.9m Finish 295.9m Highest 308.7m Lowest 295.9m

Straight line distance between start & finish 0   Drop 0 m/km   Separation 0.0 %

Type of surface: paved 100 % dirt ____ % gravel ____ % grass ____ % track ____ %

Effective date of certification: April 2,2019   Certification code: GA19013DJ

Notice to Race Director: Use this Certification Code in ***all*** public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If ***any*** changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2029

AS NATIONALLY CERTIFIED BY:

Date: April 2,2019

Doug Jones – USATF/RRTC Certifier
895 Cremins Rd, Lawrenceville, GA 30046 Phone:770-682-9962 E-mail:dwjones895@gmail.com

National Main Street Center
a subsidiary of the National Trust *for* Historic Preservation

January 26, 2024

Mayor Alan Hallman
City of Hapeville
3468 North Fulton Avenue
Hapeville, GA 30354
404-669-2100
ahallman@hapeville.org

GM on Main Street Grant to City of Hapeville

1. Grant and Budget. The National Main Street Center, Inc. (the "Grantor") has awarded a grant to the City of Hapeville (the "Grantee") in the amount of $50,000.00 (the "Grant") to be used for the GM on Main Street Grant Program (as defined in Paragraph 2). In accepting the Grant, Grantee agrees to all of the terms and conditions of this grant agreement ("Agreement").

2. Use of Grant. Grantee shall use the Grant solely for the following purpose (the "GM on Main Street Grant Program"):

1. To implement innovative, inclusive, placemaking initiatives in the community's local commercial district(s). These projects may serve as models and/or be scaled for other Main Street programs to adopt and implement similar projects. Generously sponsored by General Motors (GM), this grant program aims to serve communities located near GM facilities.

Any changes in the purposes of the GM on Main Street Grant must be approved by Grantor in advance, in writing. Grantee must contact the Grantor at hfriedland@mainstreet.org to discuss in advance any proposed changes to the use of the GM on Main Street Grant.

Unless otherwise agreed upon in writing by Grantor, Grant funds must be used to achieve the GM on Main Street Grant Program as described above and as otherwise outlined in the Grantee's underlying GM on Main Street Grant Program application ("Application"), which is incorporated by reference in this Agreement.

Administration of the Grant will follow the process described herein.

a) The Grant will be paid up front and in full within thirty (30) days following receipt by the Grantor of this fully executed Agreement and the required funding documentation. Any and all federal, state and local taxes are the sole responsibility of the Grantee. All correspondence between Grantor and Grantee will be conducted via email or phone and Grantee must respond promptly to Grantor's requests. The return of any email notification message or document sent to Grantee as "undeliverable" may result in disqualification of the Grantee, the forfeiture of any interest in the Grant and the selection of a substitute from among all remaining eligible finalists.

The Grantee is required to complete the GM on Main Street Grant Program in compliance with the terms and conditions stated in the Application and this Agreement by August 31, 2024, with seven (7) months after receipt of the Grant funds (the "Completion Date").

_______ Please Initial Here

b) If Grantee commits a material breach of this Agreement, or fails to submit any required documentation, or has not completed the GM on Main Street Grant Program project by the Completion Date, then at the sole discretion of Grantor, the Grant may be terminated, in which case the Grantee will be required to return the Grant funds. If Grantee completes the project by the Completion Date, but does not use the full amount of the Grant funds, the Grantee will be required to return the unused Grant funds at Grantor's request.

_______ Please Initial Here

c) Grantee agrees to submit a **PROGRESS REPORT** by April 30, 2024, within three (3) months after receipt of the Grant funds, and a **FINAL GRANTEE REPORT** by September 30, 2024, within eight (8) months after receipt of the Grant funds.

The progress report form and final report form to be completed will be emailed to Grantee. The final report shall include (i) a description of the final completed project, (ii) the impact of the final completed project, (iii) new partnerships created as a result of the GM On Main Street Grant Program, (iv) any replication of their grant-winning ideas in other communities, and (v) a final tally of project expenditures by budget line and the total amount spent on the project, including local dollars raised or leveraged as a result of the GM on Main Street Grant Program funds, all in accordance with the terms and conditions of this Agreement.

_______ Please Initial Here

Grantee agrees to submit photo documentation of the physical project improvements (before and after photos) within eight (8) months of receipt of the Grant funds.

_______ Please Initial Here

Grantee permits General Motors and the National Main Street Center, Inc. to use report responses and project photos on external marketing channels.

_______ Please Initial Here

Copies of all related reporting forms will be made available in electronic format.

3. Funding Documentation. Grantee shall deliver to Grantor all of the following, within five (5) business days of receipt of this Agreement, prior to Grantor disbursing any Grant funds:

a) Organization W-9;
b) Bank information; and
c) This Agreement – fully signed.

4. Acknowledgement of Support. Grantee agrees to acknowledge the support of the GM on Main Street Grant Program in all print, audio, electronic, and film/video media that it produces concerning the Grant project by including the following statement:

"This project is supported by the GM on Main Street Grant Program, presented by General Motors and Main Street America."

5. Inspections. Grantee agrees to permit representatives of the Grantor, with reasonable notice, to inspect the GM on Main Street Grant Program project to ensure that the work is progressing as planned and that the Grant funds are being used for the purposes stated herein.

6. Representations and Warranties. Grantee hereby represents and warrants the following:

a) Grantee is a 501(c)(3) or 501(c)(6) organization or a municipal government entity.
b) Grantee is based in one of the eligible select counties where GM facilities are located
c) The representative executing this Agreement has the power and authority to bind the Grantee to the terms and conditions stated herein.

7. Compliance with Laws; Safety. Grantee will, at all times throughout the duration of the GM on Main Street Grant Program project, comply with all applicable federal, state and municipal laws, including but not limited to all applicable public health and safety standards.

8. Intellectual Property. Grantor and Grantee each grant to the other a royalty-free, limited, non-transferrable, non-exclusive right and license to use the other party's name, trademarks, logos, illustrations and designs (collectively, "IP") solely in connection with the GM on Main Street Grant Program. All uses of the other party's IP on or in any material or verbal addresses associated with the GM on Main Street Grant Program must be approved by the party whose IP is used, prior to the use. The IP shall remain the property of its owners and its affiliates, and the rights granted under this Agreement with respect thereto terminate upon termination of this Agreement. Each party represents, warrants and agrees that its IP to be used in connection with the GM on Main Street Grant Program does not infringe the name, trademarks, logos, illustrations, designs, copyrights or other intellectual property or other rights of any third party.

9. Publicity Grant. With Grantee's prior written permission, Grantee grants to Grantor and/or General Motors, and their respective designees, successors, licensees and assigns a non-exclusive license to reproduce, distribute, display, perform, create derivative works based upon, or otherwise exploit the Application and/or any reports submitted by Grantee to Grantor, and all elements embodied therein, in whole or in part, including, without limitation, the names, cities and states of residence and likenesses, in any manner, in any and all media, now known or hereafter devised, throughout the world in perpetuity, for advertising, promotional and other purposes, without further compensation, notification or permission. Grantee agrees that Indemnitees (as defined below) are not responsible for any unauthorized use of the Application and/or reports submitted by Grantee to Grantor by third parties.

10. Release. Grantee hereby, for itself and its successors and assigns, waives and releases any and all rights and claims Grantee may have against Grantor and/or General Motors from any and all claims for damages of any kind, whether in tort or contract, known or unknown, relating in any manner to the GM on Main Street Grant Program, the Application, and/or this Agreement.

11. Indemnification. Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to release, indemnify, discharge and hold harmless Grantor and General Motors, and their respective parents, affiliates, subsidiaries, and advertising and promotion agencies, and the respective officers, directors, shareholders, employees, representatives and agents of the foregoing (collectively, "Indemnitees") from any and all injuries, liability, losses and damages of any kind to persons, including death, or property resulting, in whole or in part, directly or indirectly, from (i) Grantee's Application; (ii) Grantee's participating in the GM on Main Street Grant Program or any Program-related activity; (iii) Grantee's acceptance of the Grant; (iv) Grantee's breach of any representation, warranty, covenant or agreement in the Application and/or this Agreement; (v) any act or omission of Grantee, its officers, directors, employees, or agents, in applying for or accepting the Grant, in expending or applying the proceeds of the Grant, or in carrying out the GM on Main Street Grant Program project; or (vi) Grantor's or General Motors' use of the rights granted herein. In the event of any action, proceeding or claim initiated by a third party against an Indemnitee, as to which an indemnification obligation arises under this Agreement ("Third Party Claim"), the Indemnitee shall promptly notify Grantee in writing of such Third Party Claim. The Indemnitee shall cooperate with Grantee, at Grantee's expense, in defense or settlement of the Third Party Claim. The Indemnitee may join in the defense of such action with counsel of its choice at its own expense.

12. Insurance. Grantee agrees to maintain insurance in commercially reasonable amounts calculated to protect itself, Grantor and General Motors from any and all claims of any kind or nature for damage to property or personal injury, including death, that may arise from activities performed under this Agreement, whether the activities are performed by Grantee, its officers, directors, employees, members, contractors and/or agents. If Grantee is completing a physical improvement project (as defined in Paragraph 2.a.), Grantee agrees to maintain such policies at the minimum coverage of (i) $1 million per occurrence and $2 million annual aggregate for commercial general public liability; (ii) $1 million combined single limit per occurrence for automobile liability; and (iii) statutory limits as required for the state in which the GM on Main Street Grant Program project is located for workers' compensation insurance and $1 million each accident/each employee for employer's liability insurance. Grantee shall provide to Grantor certificates of insurance evidencing such coverage which shall list Grantor and General Motors as additional insureds. All insurance maintained by Grantee shall be primary over insurance maintained by Grantor and/or General Motors, which shall be considered excess and non-contributing.

13. Breach. Grantee's failure to comply with the terms and conditions of this Agreement, including, without limitation, any failure to:

- **a)** meet the deadlines and submittal of related forms as specified in Paragraph 2;
- **b)** obtain the Grantor's written approval of any proposed changes in the use of Grant funds before implementation; or
- **c)** complete the GM on Main Street Grant Program project as described in Paragraph 2.

shall entitle Grantor to all available rights and remedies at law or in equity.

14. Lobbying and Political Activities. Grantee shall use no portion of the Grant to participate in any political campaign on behalf of or in opposition to any candidate for public office, or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study and research, to induce or encourage violations of law or public policy, to cause any private inurnment or improper private benefit to occur, nor to take any other action inconsistent with Section 501(c)(3) of the Code.

15. Non-Discrimination. Grantee agrees to not discriminate against any employee or applicant for employment because of actual or perceived race, color, national origin, creed, age, gender, marital status, sexual orientation, religion, mental and physical disabilities, sex (including pregnancy), personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation or veteran status.

16. Change in Status. Grantee shall notify Grantor immediately of any change in (a) Grantee's tax-exempt status, if applicable, or (b) Grantee's executive staff or key staff responsible for or instrumental to achieving the Grant purposes.

17. Force Majeure. Either party may terminate or suspend its obligations under this Agreement if substantial performance of such obligations is delayed, prevented, or rendered impractical by an event beyond the party's reasonable control and without its fault or negligence, including, but not limited to: acts of God, acts of war or the public enemy, terrorism, fires, floods, epidemics, pandemics, quarantine restrictions, strikes (other than own employees), freight embargoes and unusually severe weather, laws, regulations or orders of governmental authorities, curtailment of transportation facilities, or other emergency making it illegal, impossible or impractical to perform this Agreement as planned. Pursuant to this Paragraph 17, if Grantee is prevented from performing the GM on Main Street Grant Program project or its obligations set forth in this Agreement for ninety (90) consecutive days, Grantor shall have the right to terminate the Grant and this Agreement and Grantee shall be obligated to return to Grantor any Grant funds it has not yet expended.

18. Confidentiality. The Grantee shall maintain in strict confidence any Confidential Information of Grantor and/or General Motors that the Grantee reviews, receives, or acquires in the performance of this Agreement. "Confidential Information" means, subject to the limitation set forth below: economic and financial information, sales and marketing plans, information and materials obtained from interviews or surveys, personnel information, membership and donor lists, business procedures, solicitation or contact methods, and any other information regarding the business of Grantor and/or General Motors. Confidential Information does not include information that: (i) is or becomes available from public sources through no wrongful act of the Grantee; (ii) is already in the Grantee's possession prior to the date of this Agreement without an obligation of confidentiality, except for information disclosed during discussions related to this Agreement; (iii) is rightfully disclosed to the Grantee by a third party with no obligation of confidentiality; (iv) is independently developed by the Grantee; or (v) is required to be disclosed pursuant to any court or regulatory order served on the Grantee. The Grantee may disclose Confidential Information to its accountants, counsel, and other financial and legal advisors who have a need to know for the purpose of this Agreement and who are obligated to maintain the Confidential Information in accordance with the terms and conditions of this Agreement. The Grantee shall not publicly release any information concerning Grantor and/or General Motors or any subject relating to this Agreement, unless approved in advance and in writing by Grantor. This approval will not be unreasonably withheld.

19. Assignment; Transfer. This Agreement may not be assigned by the Grantee without the prior written approval of the Grantor. The Grantee may not transfer the Grant to another person or entity without the prior written approval of the Grantor.

20. Governing Law. This Agreement is made in and will be governed by the laws of the District of Columbia.

21. Entire Agreement. This Agreement together with the Application supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. In the event of any conflict between this Agreement and the published terms and conditions of the GM on Main Street Grant Program, this Agreement shall control. This Agreement may not be amended or modified except in a written document signed by both parties hereto.

Please acknowledge your acceptance of this Agreement by signing and returning the signed grant agreement via DocuSign.

Please direct questions regarding this Grant or your reporting requirements to the National Main Street Center, Inc. by email to hfriedland@mainstreet.org with the subject line "GRANT AGREEMENT QUESTION" or "GRANT REPORTING QUESTION."

By signing and returning this Agreement you acknowledge that these Grant funds will be used expressly for the purposes described herein and are subject to the terms and conditions contained herein.

_________________________________ 2/1/2024
Erin Barnes Date
President and Chief Executive Officer
National Main Street Center, Inc.

AGREED AND ACCEPTED BY:

_________________________________ ______________
Signature Date

Name:

Title:

Organization/Municipal Government Entity:

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

Request for Taxpayer Identification Number and Certification

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

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

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

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

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) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **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.

☐ 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.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

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

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

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

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

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

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

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

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

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

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

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

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

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

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

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

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

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

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[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/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or 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)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

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

[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.

National Trust *for* Historic Preservation
Save the past. Enrich the future.

National Trust for Historic Preservation
Electronic Funds Transfer (EFT) &
Direct Deposit Authorization Agreement

For National Trust Vendors

Vendor Name ______________________________ **Vendor #** ____________

Telephone # ____________________________________

Email ncales@hapeville.org
(Required for payment notification)

Please validate with your financial institution your
BANK ROUTING NUMBERS and ACCOUNT NUMBER for direct deposit.

→ **Attach void check or copy (please no deposit slips for checking accounts)** ←

☐ **NEW** ☐ **CHANGE** ☐ **CANCEL**

Bank Name ___________________________ **City/State** ______________________

Bank ABA # ___________________________ **Bank Telephone #** ________________
(Routing number)

Account # ____________________________ ☐ **CHECKING** ☐ **SAVINGS**

Payments cannot be split between multiple accounts

The Watergate Office Building 2600 Virginia Avenue NW Suite 1100 Washington, DC 20037
E info@savingplaces.org P 202.588.6000 F 202.588.6038 SavingPlaces.org

National Trust *for* Historic Preservation
Save the past. Enrich the future.

Authorization

I hereby authorize NTHP to deposit non-wage credits to the designated financial institution(s) and account(s) listed above. I also agree to return to NTHP any deposits made in error within 5 days of receipt of written notice from NTHP.

I have read the above information and I understand my obligations in maintaining the account information.

Vendor Signature	Date

It is the responsibility of the vendor to verify the above information for accuracy. Please contact the Finance Accounts Payable office immediately if you find a discrepancy or require account updates.

The Watergate Office Building 2600 Virginia Avenue NW Suite 1100 Washington, DC 20037
E info@savingplaces.org P 202.588.6000 F 202.588.6038 SavingPlaces.org