ADDENDUM NO. 2
October 1, 2015

To all Bidders on the Project Titled:

Bid# CL16-HT-0004 Carpentry Trades 25k-100k

UNIVERSITY OF MASSACHUSETTS – Lowell
Purchasing Department
Wannalancit Business Center
600 Suffolk Street, Rm 415
Lowell, MA 01854

Reference Contract Documents (drawings and specifications) dated: September 23, 2015

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications and drawings. The items set forth herein, whether of omission, addition, substitution, or clarifications are all to be included in and form part of the proposal submitted.


Clarifications:

Attached are documents to be added to CL16-HT-0004 Bid Package.

Attachments:
Bidders Checklist
Request for Bid
Certificate of Non Collusion
Statement of State Tax Compliance
UMass Lowell W-9

All other of the portions of the Contract Documents remain unchanged.

Please be reminded to acknowledge this Addendum on the bid forms.

--End of Addendum No.2
DO NOT BIND INTO PROJECT MANUAL
ATTENTION BIDDERS
To ensure that your bids are acceptable to the University of Massachusetts - Lowell, and are not rejected due to mistakes, we are providing this Checklist for your convenience.

GENERAL BIDDERS
□ 1. Have you used the appropriate bid form provided for this specific project?
□ 2. Do your bid amounts, as expressed in figures and words, coincide? The amount expressed in words shall control.
□ 3. Have you added any information not called for, or acknowledged an addendum or alternate that does not exist, which would make your bid conditional or obscure, and lead to a bid protest?
□ 4. Is your Bid Form SIGNED and dated?
□ 5. Bid Deposits
   □ a. Is your bid deposit, if in the form of a bid bond, issued from a bonding company licensed to do business in the Commonwealth of Massachusetts?
   □ b. Is it signed by you and the bonding company?
   □ c. Is your bid deposit made payable to the University of Massachusetts - Lowell? Bid deposits made payable to the city, town, commonwealth, or architect will cause the bid to be rejected.
   □ d. Is your bid deposit at least five (5%) of the largest possible bid amount, considering all alternates?
      □ PASSBOOKS, LETTERS OF CREDIT, AND DEEDS TO PROPERTY ARE NOT ACCEPTABLE AS A BID DEPOSIT.
□ 7. Have you acknowledged every alternate?
□ 8. If an alternate price is requested and you estimate that there is no change in price, did you indicate by writing "no change", "N/C" or "0"?
       □ LEAVING THIS SPACE BLANK, ON YOUR BID FORM, WHEN ALTERNATES ARE REQUESTED MAY LEAD TO REJECTION OF YOUR BID.
□ 9. Have you acknowledged all addenda issued, and followed the instructions contained therein?
□ 10. Have you provided a completed copy of the following documents?
   a) Form for General Bid
   b) Bid Bond
   c) General Contractor Update Statement
   d) DCAM Certificate of Eligibility
   e) Completed and signed General Contractor Update Statement
   f) Signed Certificate of Vote of Authorization
   g) Signed Statement of State Tax Compliance
   h) Signed Certificate of Non Collusion
   i) Signed Form of Contractor's Equal Employment Certification
   j) Bid bond in the amount of 5%
   k) Evidence of Insurance at the amounts stated in Article 16 of the General Conditions
   l) Copy of the Superintendence License and current OSHA Training Certificate
   m) Completed W-9 Form

This checklist is provided as guidance and assistance to bidders to avoid technical mistakes resulting in rejection of a bid. This in no way changes, affects, or supersedes the provisions set-forth in M.G.L. c.149 §44A-J or any other sections or provisions contained in the contract documents.
REQUEST FOR BID

The University of Massachusetts - Lowell, the Awarding Authority, invites sealed bids from General Contractors for the Master Services Contract – General Construction Bid# CL16-HT-0004 for the University of Massachusetts in Lowell, Massachusetts.

The Project consists of, but not limited to, providing general construction services to include project management, supervision and labor & Material for carpentry, millwork, doors and hardware, windows, metal framing and drywall and finished (flooring, painting, ceilings). The General Contractor may be required to coordinate and to work with the Awarding Authority’s other contractors/vendors selected for a Master Services Contract in other trades. The specific scope of work will be negotiated by “work order” and will not exceed $100,000.00 per work order.

General bidders must be certified by the Division of Capital Asset Management (DCAM) in the following category of work. General Building Construction and must submit with its bid a Certificate of Eligibility and signed Update Statement (Form CQ 3).

Bids are subject to M.G.L. c.149 §44A-J & to minimum wage rates as required by M.G.L. c.l49 §§26 to 27H inclusive. The Awarding Authority reserves the right to reject any Bid Proposal that is not in full compliance with the Contract Specifications; to reject any or all bids wholly or in part; to waive technicalities in accordance with Massachusetts General Law; to make awards in a manner deemed in the best interest of the Awarding Authority; and to correct any award erroneously made as a result of a clerical error on the part of the Awarding Authority.

Bids will be received until 11:00 a.m. EST on October 7, 2016 and publicly opened, forthwith. All Bids should be delivered to:

University of Massachusetts – Lowell, Purchasing
Department, 600 Suffolk St., Wannalancit Business Center Suite 415, Lowell, MA 01854
and received no later than the date & time specified above.

Bids shall be accompanied by a bid deposit that is not less than five (5%) of the greatest possible bid amount (considering all alternates), and made payable to the University of Massachusetts – Lowell. The bid deposit shall be in the form of a certified, treasurer’s, cashier check or a bid bond form a licensed surety in accordance with M.G.L. c. §149 44B (2).

GENERAL INFORMATION:

1. All terms, conditions, requirements and procedures included in this Request for Bid must be met for a Bidder to be determined as responsive. If a Bidder fails to meet any material terms, conditions, requirement or procedure, the Bidders response may be deemed non-responsive and rejected.

2. Unless otherwise specified, all communications, responses and documentation must be in English; all measurements must be in feet, inches and pounds; and all cost proposals or
figures in U.S. currency. All Bids must be submitted in accordance with the specified terms and no electronic or facsimile copies of will be accepted.

3. Bidders are prohibited from communicating directly with any employee of the Awarding Authority except as specified in this Request for Bid. The Awarding Authority’s Purchasing Department is the only authorized party to provide any information in response to any questions or inquiries concerning this Request for Bid.

4. All Bids and information submitted in response to this Request for Bid are subject to the Massachusetts Freedom of Information Law, M.G.L., Chapter 66, Section 10 and to Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Any statements reserving any confidentiality or privacy rights, excepted as permitted in this Request for Bid or otherwise inconsistent with the statutes, will be void and disregarded.

5. The Awarding Authority makes no guarantee that any services or commodities will be purchased form any contract resulting from this Request for Bid. Any estimates or past procurement volumes referenced in this Request for Bid are included only for the convenience of the Bidders, and are not to be relied upon as any indication of the future purchase levels.

6. Unless otherwise stated in this Request for Bid, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this Request for Bid to any manufacturer or proprietor or to constitute an endorsement of any good or service, and the Awarding Authority will consider approved equals in accordance with Article 4.6.3 of the General Conditions.

MINIMUM QUALIFICATIONS:

1. The Bidder must have owned or operated the company under the same name for at least five (5) years providing services relevant to this Request for Bidding – General Construction.

2. All personnel employed by the Contractor shall be in the steady and continuous employment of the Contractor. In particular, the designated Project Manager and Superintendent must have a minimum of two (2) years continuous employment with the Contractor.

3. The Contractor must designate a person that can be reached by phone or beeper at all times (24/7).

4. The Bidder must be DCAM certified in the trade indicated in this Request for Bid.

5. The Bidder must have adequate manpower and equipment to accomplish the work in a timely fashion in accordance with the General Conditions.

6. The Bidder must provide certificates of insurance in the amounts indicated in Article 16 of the General Conditions.

7. The Project Manager must have a current Construction Supervisor’s License and any other licenses and certifications required under Massachusetts State laws and regulations.
CERTIFICATE OF NON COLLUSION

The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

________________________________________
Contracting Party / Company Name

________________________________________
Authorized Signature (must be in ink and signed by the person submitting the bid)

________________________________________
Title

________________________________________
Date
STATEMENT OF STATE TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, §49A as amended by Chapter 233 of the Acts of 1983,

Section 36, I

Name and Title

authorized signatory for

Contracting Party / Company Name

whose principal place of business at

Street Address

City/Town   State   Zip Code

do hereby certify under the pains of penalties of perjury that

Company Name

has complied with all laws of the Commonwealth relating to taxes.

Contracting Party Social Security or Federal I.D. Number

Authorized Signature (must be in ink)

Date
# Request for Taxpayer Identification Number and Certification

**Form UMW-9**  
University of Massachusetts Substitute W-9 Form  
(Rev. December 2012)

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

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above:</td>
</tr>
</tbody>
</table>

**Check appropriate box:**  
- □ Individual/Sole proprietor  
- □ C Corporation  
- □ S Corporation  
- □ Partnership  
- □ Trust Estate  
- □ Limited liability company. Enter the tax classification: (C =Corporation, S = S Corporation, P = Partnership)

**Legal Address (number, Street, and apt. or suite no.):**

**City, state, and ZIP code:**

**Remit Address:**

**Order Email Address:**

**Order Fax Number:**

**Contact Phone Number:**

**Vendor's preferred method for Purchase Orders:**  
- □ Email  
- □ Fax

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 4.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Vendors:**  
Dunn and Bradstreet Universal Numbering System (DUNS)

**Social security number**

- □ □ □ - □ □ □ □ □ □

**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).

**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 on page 4.

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

If you have questions on completing this form, please contact Vendor Maintenance at: **(978) 934-3470**  
Upon completion of this form, please return to: University of Massachusetts Department you are doing business with.  
(UMLOW)

## Part III For University Verification Purposes Only – Do Not Write Below This Line

<table>
<thead>
<tr>
<th>Business Name Acronym</th>
</tr>
</thead>
</table>
| □ IRS TIN Matching  
| □ OFAC  
| Signature ____________________________  
| Date: ____________________________

| University of Massachusetts at Lowell Substitute W-9 | Cat. No. 10231X | Form UMW-9 (Rev. 12-2012) |
General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
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.

Note. If 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 on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:
• The U.S. owner of a disregarded entity and not the entity,
• The U.S. grantor or other owner of a grantor trust and not the trust, and
• The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person: If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% 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, 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 Part II instructions on page 3 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 dividend accounts opened after 1983 only). Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9. Also see Special rules for partnerships on page 1.
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
Name
If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole Proprietor: Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited Liability Company (LLC): Check the “Limited liability company” box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the "Name" line. Enter the LLC’s name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other Entities: Enter your business name as shown on required federal tax documents on the "Name" line. 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 the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee
If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:
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 possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:
6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

<table>
<thead>
<tr>
<th>IF the payment is for:</th>
<th>THEN the payment is exempt for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 9</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000 (1)</td>
<td>Generally, exempt payees 1 through 7(2)</td>
</tr>
</tbody>
</table>

(1) See Form 1099-MISC, Miscellaneous Income, and its instructions.
(2) However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys’ fees, and payments for services paid by a federal executive agency.

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited liability company (LLC) on page 2), 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 the chart on page 4 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 Social Security Administration 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. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, 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 domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the paying agent that your TIN is correct or you are a U.S. person, or resident alien, sign Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see Exempt Payee on page 2.

Dunn and Bradstreet Universal Numbering System (DUNS) number requirement –

The United States Office of Management and Budget (OMB) requires all vendors that receive federal grants have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government’s Central Contractor Registration (CCR) at www.ccr.gov. Any entity that does not have a DUNS number can apply for one on-line at www.DNB.com under the DNB D-U-N Number Tab.

Signature requirements: Complete the certification as indicated in 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 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), 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.

<table>
<thead>
<tr>
<th>What Name and Number To Give the Requester</th>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
<td></td>
</tr>
<tr>
<td>2. Two or more individuals (joint account)</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account (1)</td>
<td></td>
</tr>
<tr>
<td>3. Custodian account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor (2)</td>
<td></td>
</tr>
<tr>
<td>4. 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</td>
<td>The grantor-trustee (1)</td>
<td></td>
</tr>
<tr>
<td>5. Sole proprietorship or disregarded entity owned by a natural person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For this type of account:</td>
<td>Give name and EIN of:</td>
<td></td>
</tr>
<tr>
<td>6. Disregarded entity not owned by an individual</td>
<td>The owner</td>
<td></td>
</tr>
<tr>
<td>7. A valid trust, estate, or pension trust</td>
<td>Legal entity (4)</td>
<td></td>
</tr>
<tr>
<td>8. Corporate or LLC electing corporate status on Form 8832</td>
<td>The corporation</td>
<td></td>
</tr>
<tr>
<td>9. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
<td></td>
</tr>
<tr>
<td>10. Partnership or multi-member LLC</td>
<td>The partnership</td>
<td></td>
</tr>
<tr>
<td>11. A broker or registered nominee</td>
<td>The broker or nominee</td>
<td></td>
</tr>
<tr>
<td>12. 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</td>
<td>The public entity</td>
<td></td>
</tr>
</tbody>
</table>

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 second 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 on page 1.

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, social security number (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.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system 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 personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov 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 who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.