



Dear Business Owner,

You are invited to participate in Rancho Family Fest 2021, hosted by the RSM Chamber of Commerce, with cooperation of the City of Rancho Santa Margarita and SAMLARC. Rancho Family Fest will be held at RSM Central Park on Saturday, October 9, 2021 from 12 noon to 10 pm and Sunday, October 10, 2021 from 12 noon to 8 pm. This event has been so successful in years past, and with some minor changes this year we are expecting more community involvement and excitement than ever before!

Our goal with Rancho Family Fest is to create an environment that brings our community together and provide activities everyone of any age can enjoy, including non-stop live entertainment, food/restaurant vendors, retail and business booths, a beer and wine garden and a Kids Fun Zone.

Opportunities to participate in Rancho Family Fest are now available. Your business will receive a tremendous amount of exposure by being a part of Rancho Family Fest. Not only will members of our community have direct access to you at the event, the event will also be featured in print ads, social media posts, electronic media, both locally and regionally, as well as, being featured on the RSM Chamber of Commerce website. Furthermore, this is a great opportunity for you and your business to market your service for less than the cost of traditional marketing campaigns.

We invite you to be a part of this event and meet your community. We do have limited spaces for business vendors at this event; as a result, all paperwork and deposits must be submitted by **August 31, 2021** to secure your spot.

**RSM CHAMBER MEMBERS:** There will be a fee of \$175 to be a business vendor at Rancho Family Fest.

**NON-RSM CHAMBER MEMBERS:** There will be a fee of \$310 to be a business vendor at Rancho Family Fest. If you choose to become a member of the RSM Chamber of Commerce, \$135 will be used as your membership fee and the \$175 will be used to be a business vendor at the event. You can specify this in the Agreement to Terms/Fees and Payment form found later in the packet.

**CHAMBER MEMBER/NON-PROFIT ORGANIZATIONS:** There will be a fee of \$175 to be a business vendor at Rancho Family Fest.

**NON-CHAMBER MEMBER/NON-PROFIT ORGANIZATIONS:** There will be a fee of \$275 to be a business vendor at Rancho Family Fest. If you choose to become a member of the Chamber of Commerce, \$100 will be used as your membership fee and the \$175 will be used to be a business vendor at the event. You must provide a copy of your 501(c)(3).

Complete details are outlined in the following pages. Thank you for your consideration in participating in Rancho Family Fest. If you have any further questions, please contact Anne Figueroa or Kristen Camuglia at [2021rff@gmail.com](mailto:2021rff@gmail.com).

Sincerely,

Curt Stanley  
President, RSM Chamber of Commerce

## **Detailed Event Information**

### **PROVIDED BY THE EVENT**

All Business Vendor booths will include the following:

- One (1) 10'x10' booth space with a fire-safe canopy
- One (1) 6' table
- Two (2) chairs
- Two (2) Admission wrist bands
- Basic Lighting in Booth (Any electricity needs, other than basic lighting, must be communicated on the vendor application, including amp amounts. There is an additional fee of \$75).
- Informational meeting, the Tuesday prior to the event, where you will receive entry packets, vendor instructions, etc.

\*\*\* If you have your own business canopy you would like to use, please know you **MUST** set it up on Friday, October 8, 2021 between the hours of 11 am and 2 pm.

### **SETUP AND PARKING**

Setup of your merchandise may begin two hours prior to the start of the event on both days. A representative from the Rancho Family Fest Committee will visit each booth 30 minutes prior to opening on both Saturday and Sunday, and also throughout the event to be of any assistance. Parking will be available in the Kohl's and BJ's restaurant parking lots. **Breakdown of your merchandise can** begin no earlier than 1/2 hour before the close of event. Breakdown of your personal business tent **CAN NOT BEGIN** until the general public has left on the last day of the event or the following morning, Monday, October 11, 2021.

### **CANCELLATION POLICY**

All fees are non-refundable.

### **\*\*\*SPONSORSHIP OPPORTUNITIES\*\*\***

We still have sponsorship opportunities available for Rancho Family Fest. If you are interested in getting more information in becoming a sponsor, please contact Josh Bastian at (949) 632-5657 or [josh@drymaster.com](mailto:josh@drymaster.com).

### **PARTICIPATION**

In order to participate in Rancho Family Fest, the following forms are required and subject to approval:

1. Completed Business Vendor Application
2. Agreement to Terms/Fees & Payment Form (initials)
3. Release & Waiver
4. California Department of Tax and Fee Administration Form

Please make checks payable to the RSM Chamber of Commerce, or you may fill out the Credit Card information on the Fees & Payment page.

Please be sure to fill out the following 4 pages completely and return them by **AUGUST 31, 2021**. You can email your application to [RanchoFamilyFestInfo@gmail.com](mailto:RanchoFamilyFestInfo@gmail.com) or you can mail your application to:

**RSM Chamber of Commerce  
22232 El Paseo  
Rancho Santa Margarita, CA 92688  
Attention: Rancho Family Fest**

\*\*Please be sure to follow all dates and deadlines to ensure your participation in Rancho Family Fest. The application deadline is **August 31, 2021**.\*\*

## Rancho Family Fest 2021 Business Vendor Application

<b>Applicant Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Phone:</b>
<b>Company/Business Name:</b>	
<b>Product:</b> (please identify and list all product(s) or services you will be promoting)	
<b>Handouts:</b> (please list all giveaways- if any)	
<b>Contact Mailing Address:</b>	
<b>City:</b>	<b>Zip Code:</b>
<b>Company Website:</b>	
<b>Will you be bringing your own tent?: YES NO (circle one)</b> ***Note: If bringing your own tent, please bring your own stakes, etc. to secure the tent). ***	
<b>Please list any other items using electricity and voltage amount? (Additional cost of \$75)</b>	
<b>If using electricity, you must bring your own grounded 100ft length of extension cord(s)</b>	

## Agreement to Terms / Fees & Payment Form

### **RSM Chamber of Commerce is to Provide**

- One (1) 10'x10' booth space with a fire-safe canopy
- One (1) 6' table
- Two (2) chairs
- Two (2) Admission wrist bands
- Basic Lighting in Booth

### **Business Vendor to Provide**

- Business Vendor Application (4 pages) and fees needs to be returned by **August 31, 2021**. Please make checks payable to the RSM Chamber of Commerce.

### **Additional Requirements for Event**

- Staffing of the booth from October 9 12:00-10:00 pm & October 10, 12:00-8:00 pm.
- Display any promotional marketing materials you wish.
- You must bring your own table linen.

\_\_\_\_\_ (initials) RSM Chamber Members \$175

\_\_\_\_\_ (initials) RSM Chamber Member/Non-Profit Organizations, \$175

\_\_\_\_\_ (initials) Non-RSM Chamber Members, \$310 You may use part of your fee to become a member of the Chamber of Commerce. Please indicate below.

\_\_\_\_\_ (initials) Non-RSM Chamber Members/Non-Profit Organization, \$275 You may use part of your fee to become a member of the Chamber of Commerce. Please indicate below.

\*\* You will receive (2) entry wristbands and are responsible for purchasing any others you may need. You can pre-purchase them now with your participation fee.\*\*

### ***CANCELLATION POLICY AND IMPORTANT INFORMATION***

**Business Vendor fees are nonrefundable and must be paid in full 30 days prior to the event. If Business Vendor has not timely paid in full, Business Vendor will be denied access to the Event. RSM Chamber of Commerce does not make any claims or guarantees on attendance numbers or band line-ups.**

**RSM Chamber of Commerce retains the right to change the date, time, and venue of Rancho Family Fest. RSM Chamber of Commerce shall be relieved of its obligations of holding the event and any of its material obligations under this agreement if holding the event is impossible, illegal or substantially or materially interfered with any due cause beyond the reasonable control of the RSM Chamber of Commerce or SAMLARC including without limitation any of the following: Act of God, Governmental Act, War, Fire, Strike, Flood, Civil Commotion, Armed hostilities, Act of Terrorism, blockade, accidents, supply breakdown, regulatory intervention, general advice or recommendations from a government agency or dependency or department, or the venue becomes unavailable or unfit for occupancy and or use. The RSM Chamber of Commerce shall be under no obligation to refund all or part of the fees paid by the Business Vendor in respect of its participation in Rancho Family Fest other than to provide a credit to the Business Vendor to rollover the fees to a future Rancho Family Fest or other RSM Chamber of Commerce event. The RSM Chamber of Commerce shall be under no liability to the Business Vendor or any other person in respect of any actions, proceedings, claims, demands, losses (including consequential damages, lost revenues or similar speculative damages), costs or expenses whatsoever which may be brought against or suffered or incurred by the Business Vendor as the result thereof.**

\_\_\_\_\_ (initials) I acknowledge and agree to the foregoing Cancellation Policy and Important Information

Rancho Family Fest 2021 Business Vendor Packet

Company:	Name:	
I am a current RSM Chamber Member <b>YES</b> _____ <b>NO</b> _____ <b>NON-PROFIT</b> _____		
If NO, I wish to use my deposit to become a member <b>YES</b> _____ <b>NO</b> _____		
Deposit by: Please circle which one applies: Check VISA MC AMEX		
_____	_____	
Credit Card #	EXP Date	CVC Code
Billing address of Credit Card with zip code		
<input type="checkbox"/> I will be needing electricity (more than basic lighting) for a fee of <b>\$75</b> .		
<input type="checkbox"/> _____ <b>(initials)</b> I wish to purchase additional tickets. Adult Admission \$10 # desired _____ X \$10 = _____		
I hereby authorize a total payment of \$ _____ to the RSM Chamber of Commerce and agree to above terms		
_____	_____	
Signature	Print Name	Date

**FOR OFFICE USE ONLY: METHOD OF PAYMENT** \_\_\_\_\_ **CASH** \_\_\_\_\_ **CHECK** \_\_\_\_\_ **CREDIT**  
**DATE RECEIVED/CHARGED** \_\_\_\_\_ **PAYMENT AMOUNT** \_\_\_\_\_

## Release and Waiver

### RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration of accepting this opportunity, I hereby release, and agree to defend, indemnify, and hold harmless, the RSM Chamber of Commerce, the City of Rancho Santa Margarita, the Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC), First Service Residential, and their directors, officers, agents and/or employees (the "Releasees/Indemnitees") from and against any and all claims, damages, or losses, arising or resulting from my participation in this event, however caused, regardless of any negligence of the Releasees/Indemnitees, including but not limited to bodily injury, property damage or any other injury or loss to myself, my employees, or third parties. By this agreement it is my intention to relieve the Releasees/Indemnitees of any duty to me and/or to others for whom I have the capacity to contract, without limitation, and to assume the entire risk of damage, injury or death which might occur as a result of my participation in this event, and I agree to defend and indemnify the Releasees/Indemnitees against all such risks. I understand that this is a contract between me and/or my business and the Releasees/Indemnitees. I give permission to the RSM Chamber of Commerce to photograph me or my employees participating in this program for use in future RSM Chamber of Commerce publicity and understand that I will not receive compensation for such use.

\_\_\_\_\_ (initials) I agree to provide the RSM Chamber of Commerce as Certificate of Liability Insurance listing the RSM Chamber of Commerce as the certificate holder and provide that documentation to the RSM Chamber of Commerce 2 weeks prior to the event date.

If you need special accommodations for any activities, please contact the RSM Chamber of Commerce.

Thank you.

**I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT AS IT APPLIES TO ME AND ANY MEMBERS OF MY ORGANIZATION.**

Signature of \_\_\_\_\_  
Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(If on behalf of a business, must be owner or authorized agent)

Business Name: \_\_\_\_\_

**SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION**

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for a seller's permit at no cost to you by visiting our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). To find a California Department of Tax and Fee Administration (CDTFA) office near you, call our Customer Service Center at 1-800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

**Occasional and Nontaxable Sales**—Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**Section 6015 Retailers**—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a CDTFA approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

**Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.**

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID NUMBER

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)

(*city, state and ZIP code*)

TELEPHONE NUMBER  
(       )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

**3. STATUS**—*Check appropriate boxes, and provide requested information*

- I hold a valid seller's permit. My number is: **S** \_\_\_\_\_
- No sales of tangible personal property are being made or solicited at this event.
- I am not required to hold a seller's permit because:
  - My retail product sales are not subject to tax       My sales are exempt occasional sales
  - I sell on behalf of a section 6015 retailer \_\_\_\_\_

**4. CERTIFICATION**—*Partners/additional sellers, complete a separate copy of this form*

*The above statements are certified to be correct to the best knowledge and belief of the undersigned.*

NAME (*type or print*)

TITLE

SIGNATURE

DATE

## Annual Privacy Notice – No Action Needed

**Your account records are covered by state laws that protect your privacy. The Information Practices Act (Civil Code §1798.17) requires the California Department of Tax and Fee Administration (CDTFA) to notify you each year of your privacy rights.**

The CDTFA administers many of the state's tax and fee laws. We ask you for your information (when you apply for your permit, certificate, license or renewal, relief request, payment plan, offer in compromise, settlement, or other applications) that is either required by law, or is used for our registration records. We will use the information to determine whether you are paying the correct amount of taxes and fees, or to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code section 405(c)(2)(C)(i)]. A complete list of the California Revenue and Taxation Codes authorizing the CDTFA to maintain your information for the administration of its programs is available on our website at [www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf](http://www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf).

### What happens if I don't provide the information?

Your application for a permit, certificate, license, relief request, payment plan, or other programs may not be processed if your information is incomplete. If you are not able to file your required returns, you may have to pay penalties and interest. You may owe more taxes or fees, or receive a smaller refund, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments.

If you provide fraudulent information, civil penalties may apply and you may be subject to criminal prosecution.

### Can anyone else see my information?

Yes; while your records are covered by state laws that protect your privacy, the CDTFA may share information regarding your account with specific local, state, and federal government agencies, or companies contracted and authorized to represent those government agencies.

If authorized by law, we may release the information printed on your permit, certificate, or license, such as your account type, start and closeout dates, and the names of business owners or partners to the public. When you sell a business, we may give the buyer or other involved parties information regarding any of your outstanding tax liabilities.

With your permission, we can release some or all of your account information to your authorized representative.

### The CDTFA may disclose information to authorized officials of the following agencies, among others:

United States government agencies, State of California government agencies and officials, state agencies outside of California for tax enforcement purposes, State of California Cities, Counties and Districts, State of California City and County attorneys, prosecutors and law enforcement departments, and agencies authorized to enforce local tobacco control ordinances.

### Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records. If you have questions regarding the department's Privacy Policy or this Privacy Notice, please contact the CDTFA Privacy Officer at 1-916-309-1862. Questions about your records may be directed to our Customer Service Center at 1-800-400-7115 (CRS:711), Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays or to the officials listed below.

#### Field Operations Division, MIC:47

Deputy Director  
California Department of  
Tax and Fee Administration  
PO Box 942879  
Sacramento, CA 94279-0047

#### Business Tax and Fee Division, MIC:43

Deputy Director  
California Department of  
Tax and Fee Administration  
PO Box 942879  
Sacramento, CA 94279-0043

### Can I review my records?

**Yes. Requests should be made in writing to your closest CDTFA office.** For a complete listing of our locations or a copy of the publication [58A, How to Inspect and Correct Your Records](#), visit us at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov), or call our Customer Service Center at 1-800-400-7115 (CRS:711). Requests for your records may also be directed to the Disclosure Office, MIC:82, California Department of Tax and Fee Administration, P.O. Box 942879, Sacramento, CA 94279-0082.



# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type. See Specific Instructions on page 3.</b>	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 <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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.  <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	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.

<b>Social security number</b>											
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## 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## 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](http://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.*