

# FILLING OUT AND RETURING THE PRI FORM

(REVISED 11/01/2021)

DCS has requested that you fill out the Payment Request Information (PRI) form to gather the information DCS believes they need to make an initial subsidy offer. After we provide this completed form to DCS, a subsidy negotiator will be assigned. That subsidy negotiator will contact me with either an initial subsidy offer or a request for additional financial information. The more information you provide now, the less likely they are to request more documentation later. Please fill this form out and use additional sheets if necessary. DCS will want to see documentation to back up any expenses or income you have (see the very last page of the Adoptive Parent Information Sheet).

**IMPORTANT**: In my experience, the families that I see that get 100%, or close to 100%, are the families that compile 200-300 (or more) pages of documentation to support this request. It is always very organized (pages are all facing the same direction and all pages are in order), sometimes with a table of contents and even photos of the children and a brief summary of each child being adopted. The documentation should account for every penny the family spends each year along with notes from doctors, teachers, and therapists. Not everyone that does this gets 100%, but it should help yield a higher subsidy offer from DCS.

<u>SCANNING AND RETURNING THE PRI AND SUPPORTING DOCUMENTS</u>: We understand technology is not everyone's strong suit and you may find this process challenging or even frustrating. If this is you, please ask someone who you trust to have help you complete these steps.

Please make sure to follow these instructions CAREFULLY:

- 1. Include everything in one PDF. Your PRI form will be rejected if you send back multiple emails with multiple PDFs or other attachments. If you are still working on gather information, wait until you have everything you need before you proceed to the next step.
- 2. Assemble all of your documents in the following order:
  - a. Table of Contents
  - b. Photos of the child(ren)
  - c. PRI form (2 pages per child)
  - d. Adoptive Parent Financial Information Sheet (17 pages)



- e. Photos and bios for each child (optional)
- f. W-9 & Direct Deposit Forms (2 pages)
- g. All other supporting documentation (see page 17 of the Adoptive Parent Financial Information Sheet)
- h. Do NOT include documentation from the subsidy eligibility paperwork that DCS provided you.
- 3. Make sure all pages are facing the same direction and are all in the same orientation.
- 4. Please make sure you are not missing any pages from the PRI and Adoptive Parent Information Sheet.
- 5. Set your scanner to scan in black & white at a medium to low resolution. If you do not do this, your PDF size will exceed the size limit accepted by the DCS email server (20MB).
- 6. You may now scan the documents.
- 7. After scanning is complete, please review the PDF. Please ensure you followed the above steps.
- 8. If your scanner gives you an option to create a link to share the PDF do NOT use that option. Please do not email us a Google, Dropbox, Adobe or any other file sharing link.
- 9. Email the PDF to grant@kirsh.com & kylee@kirsh.com.

Please try to get this back to me **within a week** to keep things moving forward. If you are not able to get this back to me in one week please email me immediately telling me what date you will have it completed and emailed back to me.

### ONE FORM PER CHILD



# PAYMENT REQUEST INFORMATION (PRI) INDIANA ADOPTION ASSISTANCE PROGRAM

State Form 54911 (R / 10-14) DEPARTMENT OF CHILD SERVICES

### INSTRUCTIONS:

- To assist in the determination of an appropriate adoption subsidy amount, you must fill out the form completely and return this completed form, along with any and all documentation you wish for the Department to consider in support of your answers, below.
- This completed request and your accompanying documents must be received by the Department within thirty (30) days of receiving the Final Adoption Program Eligibility Determination or, in the case of a modification, the date of your notification of your eligibility to modify.
- 3. You will be contacted for your adoption assistance negotiation.

Full legal name of child	Date of birth (month, day, year)
eAny prior name(s) of the child	County of DCS local office
Name of applicant / adoptive parent A	Telephone number
	( )
Name of applicant / adoptive parent B	<ul><li>Telephone number</li><li>( )</li></ul>
<ul> <li>Address of applicant I adoptive parent(s) (number and street, city, state, and ZIP code)</li> </ul>	
Name of main contact (applicant or attorney)	E-mail address of main contact (applicant or attorney)
GRANT M. KIRSH  Name of attorney (if applicable)	grant@kirsh.com
KIRSH & KIRSH, P.C GRANT M. KIRSH	Telephone number ( 317 ) 575-5555
Address of attorney (number and street, city, state, and ZIP code)	
2930 East 96th Street, Indianapolis, Indiana 46240	and at the time of commendant in a fitter while! If any
Please identify the amount of the foster care payment you currently receive (or receive)	red at the time of your adoption of the child), if any.  \$ per day
Please identify the ordinary and special needs of the child and the costs of (e.g., costs of food, clothing, shelter, travel to medical appointments, etc.). (providing a spreadsheet and using additional sheets. if necessary).	those needs for which you are seeking adoption assistance subsidy Please attach documentation that supports what you have identified here
Need	Cost of Need
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
[SEE ATTCHED FINANCIAL INFORMATION]	[SEE ATTCHED FINANCIAL INFORMATION]
<ol> <li>Please identify any and all circumstances of your family (including family size) and your please include all income and resources currently available. (Provide a spreadsheet)</li> </ol>	
•	

4. In addition to the items identified in number 3 above, please identify any additional resources available to your fam as medical coverage, private health insurance, public education, child's income sources (for example: Retirement, resources. (Use additional sheets if necessary.)	
•	
<ol><li>Please identify any and all other specific facts pertaining to the child or your family that you consider relevant to the of the adoptive family members. (Using additional sheets if necessary.)</li></ol>	goal of incorporating the adoptive child into the lives
6. Based on the above, what amount of subsidy are you requesting to combine with your resources to cover the need	s of the child?
	\$ per day
	,
I (We) hereby affirm, under the penalties of perjury, that I am the above-named applicant, the	nat I have personally prepared or assisted to
prepare the foregoing document, and that the same is true to the best of my knowledge and	
Signature of applicant / adoptive parent A	Date (month, day, year)
Printed name of applicant / adoptive parent A	l l
Frinted harns of applicant / adoptive parent A	
Signature of applicant / adoptive parent B	Date (month, day, year)
	•
Printed name of applicant / adoptive parent B	



# **PROSPECTIVE ADOPTIVE PARENT FINANCIAL INFORMATION**

(REVISED 02/17/2021)

Namo				
Name: First, Middle, Last				
Name:				
First, Middle, Last				
The following information is being child(ren) listed below. By signing Kirsh & Kirsh, P.C. to disclose all thanyone else involved in the adopti	at the bottom of the	is form you auth tly to the Indiana	orize your attorney, a Department of Chi	Grant M. Kirsh of
CHILD(REN) TO BE ADOPTED:				
CHILD #1		, ,	Ć /da	Ć /da
First, Middle, Last	Age		<u>\$</u> /day Current Per Diem	
CHILD #2		, ,	Ć (day	Ć /dov
First, Middle, Last	Age	Date of Birth	Current Per Diem	\$/day Subsidy Requested
CHILD #3		, ,	\$ /day	¢ /day
First, Middle, Last	Age	Date of Birth	Current Per Diem	
CHILD #4		, ,	Ć /dov	Ć /day
First, Middle, Last	Age	Date of Birth		\$/day Subsidy Requested
CHILD #5		, ,		
First, Middle, Last	Age	// Date of Birth	\$/day Current Per Diem	<u>\$</u> /day Subsidy Requested

**PROSPECTIVE ADOPTIVE PARENT(S)**:



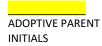


## **OTHERS LIVING IN YOUR HOME:**

		/ /	
First, Middle, Last	Age	Date of Birth	Relation
		//	
First, Middle, Last	Age	Date of Birth	Relation
E'art Na'd dia tant			Palatin
First, Middle, Last	Age	Date of Birth	Relation
		/	
First, Middle, Last	Age	Date of Birth	Relation
First, Middle, Last	Age	Date of Birth	Relation
		//	
First, Middle, Last	Age	Date of Birth	Relation
		//	
First, Middle, Last	Age	Date of Birth	Relation
·		//	
First, Middle, Last	Age	Date of Birth	Relation
		//	
First, Middle, Last	Age	Date of Birth	Relation

**INSTRUCTIONS**: Please read these instructions carefully prior to filling out this form.

- 1. **DO NOT LEAVE ANY LINES BLANK**. If a line does not apply to you please write N/A or \$0.00.
- 2. If there is not enough room in the pages below please feel free to use additional pages to include all relevant information. Please make sure to return all pages, including blank pages when you return this document.
- 3. For any amount you include on the following pages DCS may request supporting documentation. Please be prepared to provide supporting documentation if you elect not to do so when you submit this completed form initially. DCS's first request for documentation typically includes all documents listed on page 16 of this document.
- 4. Please include at least three (3) months (twelve (12) months is best though) of bank statements and/or credit card statements.







5. Please include all utility statements and any other monthly statements (rent, mortgage, insurance, etc.) you receive. It is best to provide twelve (12) months of utility bills and other monthly statements if you are able.

If you have any questions or would like us to add a line item to any section, please email grant@kirsh.com or call Grant Kirsh at 317-575-5555 during normal business hours. Net Family Income (after taxes and other deductions).....\$ /month Please explain all of the different types of income your family has that helped to come to the figure you included above: Child Support Payments (not per diem).....\$ /month Rent/Mortgage Payment.....\$/month Renter's Insurance.....\$ /month Homeowner's Insurance.....\$ Is homeowner's insurance escrowed and paid on a monthly basis? YES NO Annual Property Taxes.....\$/year Are property taxes escrowed and paid on a monthly basis? YES NO Annual Homeowners Association Dues......\$/vear



Natural Gas	\$ /month
Electricity	\$ /month
Internet	\$ /month
Cable/Satellite TV	\$ /month
TV Streaming Services	\$ /month
Land Phone Line	\$ /month
Water	\$ /month
Sewer	\$ /month
Trash	\$ /month
Cell Phone	\$ /month
Home Security	\$ /month
Health Insurance (Not already deducted from paychecks)	\$ /month
Out of Pocket Medical/Dental/Optical	\$ /month
Groceries/Toiletries/Cleaning Supplies	\$ /month
Eating Out	\$ /month
Entertainment	\$ /month
Car Payment	\$ /month
Car Insurance	\$ /month
Gasoline	\$ /month
Car Maintenance	\$ /month
Pet Food & Pet Care	\$ /month



Relationship with Birth Parents (PO Box, travel expenses for visits)	\$ /month
Charitable Giving/Donations/Tithing	\$ /month
Annual Vacation Costs	\$ /year
Total Student Loan Balance	\$ 
Student Loan Payment	\$ /month
Total Credit Card /Consumer Debt	\$ 
Credit Card / Consumer Debt Payment	\$ /month
Other Expenses	\$ /month



Other Expenses	 /month
Other Expenses	\$ /month



<u>Recurring Specific Expenses Per Person Living in Your Home:</u> Please take the time to go though and list all of the recurring expenses for each person in your home. Please use the lines at the bottom of each page to add other recurring expense not listed automatically. List out EVERYONE that lives in your home and their associated recurring expenses:

		/ /	
		Date of Birth	
Daycare			\$ /month
Haircuts			\$ /month
Therapies			\$ /month
Clothing			\$ /month
School Lunches			\$ /month
Extracurricular Activities	•••••		\$ /month
Annual School Supplies			\$ /year
Annual School Fees			\$ /year
Annual Birthday/Holiday Gifts			\$ /year
Other:			\$ /month



		/	
First, Middle, Last	Age	Date of Birth	
Daycare			\$ /month
Haircuts			\$ /month
Therapies			\$ /month
Clothing			\$ /month
School Lunches			\$ /month
Extracurricular Activities			\$ /month
Annual School Supplies			\$ /year
Annual School Fees			\$ /year
Annual Birthday/Holiday Gifts			\$ /year
Other:			\$ /month



		/	
First, Middle, Last	Age	Date of Birth	
Daycare			\$ /month
Haircuts			\$ /month
Therapies			\$ /month
Clothing			\$ /month
School Lunches			\$ /month
Extracurricular Activities			\$ /month
Annual School Supplies			\$ /year
Annual School Fees			\$ /year
Annual Birthday/Holiday Gifts			\$ /year
Other:			\$ /month



		/	
First, Middle, Last	Age	Date of Birth	
Daycare			\$ /month
Haircuts			\$ /month
Therapies			\$ /month
Clothing			\$ /month
School Lunches			\$ /month
Extracurricular Activities			\$ /month
Annual School Supplies			\$ /year
Annual School Fees			\$ /year
Annual Birthday/Holiday Gifts			\$ /year
Other:			\$ /month



First, Middle, Last	Age	Date of Birth		
Daycare			\$	/month
Haircuts			\$	/month
Therapies			\$	/month
Clothing			\$	/month
School Lunches			\$	/month
Extracurricular Activities			\$	/month
Annual School Supplies			\$	/year
Annual School Fees			\$	/year
Annual Birthday/Holiday Gifts			\$	/year
Other:			\$	/month
Other:			\$	/month
Other:			\$	/month
Other:			\$	/month
Other:			\$	/month
Other:			\$	/month
Other:			\$_	/month



		/	
First, Middle, Last	Age	Date of Birth	
Daycare			\$ /month
Haircuts			\$ /month
Therapies			\$ /month
Clothing			\$ /month
School Lunches			\$ /month
Extracurricular Activities			\$ /month
Annual School Supplies			\$ /year
Annual School Fees			\$ /year
Annual Birthday/Holiday Gifts			\$ /year
Other:			\$ /month



		/	
First, Middle, Last	Age	Date of Birth	
Daycare			\$ /month
Haircuts			\$ /month
Therapies			\$ /month
Clothing			\$ /month
School Lunches			\$ /month
Extracurricular Activities			\$ /month
Annual School Supplies			\$ /year
Annual School Fees			\$ /year
Annual Birthday/Holiday Gifts			\$ /year
Other:			\$ /month



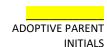
# **One-Time Child Specific Expenses:**

List below all one-time expenses for each child you are seeking to adopt. These would include things like a bed, bedroom furniture, a bicycle, toys, games, sporting equipment and team uniforms, repairs to home for damage caused by child(ren), retrofitting cost to made home assessable to a handicapped child:

CHILD FIRST NAME	DESCRIPTION OF EXPENSE	AMOUNT SPENT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**Reasonable Future Expenses:** 

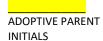






DCS will consider reasonable future expenses that you may start to incur within the first twelve (12) months that your subsidy agreement goes into effect. Please indicate what these expenses might be.

# DESCRIPTION OF RECURRING FUTURE (NEXT TWELVE (12) MONTHS) EXPENSES /month /month \$ /month DESCRIPTION OF ONE-TIME FUTURE (NEXT TWELVE (12) MONTHS) EXPENSES







The undersigned hereby authorize Kirsh & Kirsh, P.C. to provide the above information, and any other documentation provided to KIRSH & KIRSH, P.C. to the Indiana Department of Child Services and anyone else for the purposes of adoption subsidies and adoption subsidy negotiations.

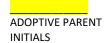
X	X
Adoptive Parent #1 Signature	Adoptive Parent #2 Signature
Adoptive Parent #1 Printed Name	Adoptive Parent #2 Printed Name
Date Signed	Date Signed



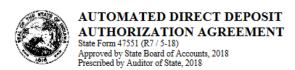
# ADDITIONAL DOCUMENTATION

After we provide DCS with the information you just provided, and the case gets assigned to one of the subsidy negotiators, that negotiator typically comes back and requests some, or all, of the following documentation. It is best to include the below listed documents when you return this form.

- 1. Individual state and federal income tax returns from the most recent tax filing;
- 2. Last three paystubs from each prospective adoptive parent;
- 3. Statements from the Social Security Administration or other government entity indicating benefits received by any member of the household;
- 4. Complete copies of bank statements for all bank accounts in either prospective parent's name for the three months preceding the request for subsidy negotiation;
- 5. Bills/monthly statements/invoices/other documentation demonstrating regular and recurring expenses of the household that the family seeks the negotiator to consider e.g.:
  - a. Mortgage/rent
  - b. Homeowner's or renter's insurance, property taxes (if these amounts are not included in the mortgage escrow)
  - c. HOA fees, home security monitoring
  - d. Utility bills (electricity, natural gas or propane, water, sewer, trash, etc.)
  - e. Cable/landline/Internet bills
  - f. Cell phone bills
  - g. Car payments
  - h. Car insurance
  - i. Life insurance or medical insurance that is not deducted from wages
  - j. Out of pocket medical/dental/optical
  - k. Credit card bills
  - I. Student loan statements
  - m. Any other debt payments
  - n. Charitable giving/tithe
  - o. Any other expenses your clients want us to consider in arriving at a subsidy offer.
- 6. Proof of day-care/child-care costs, if applicable.







\* This agency is requesting disclosure of your Federal Identification Number / Social Security Number in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

In accordance with <u>IC 4-13-2-14.8</u>, a person who has a contract with the State of Indiana or submits invoices to the State of Indiana for payment shall authorize the direct deposit by electronic funds transfer of all payments by the state to the person.

This form must be completed in order to receive payment from the State of Indiana and any time there is a change in banking information. This form must be accompanied by a W9. If you are changing an e-mail address to receive electronic notifications of EFT deposits, please contact <u>vendors@auditor.in.gov</u>.

New Enrollment		
☐ Change of Existing Account		ber:
SECTION 1: According to Indiana law, your signature 1	AUTHORIZATIO below authorizes the transfer of	N of electronic funds under the following terms:
Name of Company or Individual (as shown on the ad	ccount) .	Federal Identification Number / Social Security Number *
Address (Number and Street and/or PO Box Number	•)	City, State, and ZIP Code (00000-0000)
SECTION 2:	DIRECT DEPOSIT INFO	RMATION
Type of Account:	Checking (Dem	
Please check this box if your di		ically forwarded to a bank account in another country.
Routing Number (9 digits):		
Account Number (maximum 17 digits	s – include leading zeros):	
SECTION 3: E-MAIL ADDRESS TRANSER (EFT) DEPOSITS *Requ (Please contact vendors@auditor.in.gov to add more	uired	RONIC NOTIFICATION OF ELECTRNOIC FUNI
All future notices of EFT deposits to the bank account	nt specified above will be sent to the f	following e-mail addresses:
the reverse side of this form. I also au entries and adjustments for any credit of	thorize the State of Indiana entries in error to my accour	this form to be accurate and I agree with the provisions of to initiate credit entries and to initiate, if necessary, debin at indicated above. This authorization will remain in effect d has adequate time to act upon the request.
NAME (type)	TITLE	TELEPHONE
AUTHORIZED SIGNATURE*  * Under IC 26-2-8-106, your electronic signature	on this form represents the same lea	DATE (month, day, year)

### **INSTRUCTIONS:**

- Complete all three sections and sign and date the bottom of the form.
   Note: If signing electronically, the form must be saved first, and then opened in Adobe Acrobat. For help in creating a digital ID please click here.
- 2. File the completed form with the agency that you do business with.
- 3. Retain a copy of the completed form for your records.

# By Signing This Form:

You are responsible for ensuring that this form was approved and instructions above are followed. By signing this form, you represent that it is understood by all parties that, if approved:

- The State of Indiana must initiate credits (deposits) in various amounts, by electronic transfer of funds through automated clearing house (ACH) processes, to the listed checking (demand) or savings account designated in the financial institution named in Section 2.
- 2. If necessary, you will accept reversals from the State for any credit entries made in error to the bank account per National Automated Clearing House Association (NACHA) regulations.
- 3. You may only revoke this request and authorization by notifying the Auditor of State (AOS) by e-mailing vendors@auditor.in.gov or in writing at the following address: Indiana Auditor of State, 200 W Washington St. Ste 240, Indianapolis, IN 46204. The authorization will remain in effect until the office has adequate time to act upon the request.
- 4. A new Automated Direct Deposit Authorization Agreement is required for change in existing account information. The previous account information must be provided. Failure to timely notify the AOS of an account change will delay payment.
- 5. The State of Indiana and its entities are not liable for late payment penalties or interest if you fail to provide information necessary for an electronic funds transfer and/or you do not properly follow these Instructions.
- 6. E-mail address(es) must be provided in Section 3 to allow for appropriate application of all payments through Electronic Notification.
- 7. You acknowledge that it will cause disruption to the notification process if the e-mail addresses provided for electronic funds transfer notification are frequently changed or changed without promptly providing an updated e-mail address to the AOS.
- You acknowledge that an e-mail notification returned as undeliverable may be removed from the Auditor's e-mail notification system.
- 9. You are responsible for contacting the AOS if you are not receiving electronic notices of EFT deposits.

# (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.

	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		
on page 3.	Check appropriate box for federal tax classification of the person whose name is entered on line following seven boxes.      Individual/sole proprietor or	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
/pe. ions	single-member LLC  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=I	Dortnorobin) 🔈	Exempt payee code (if any)
Print or type. See Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-men LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unles another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise is disregarded from the owner should check the appropriate box for the tax classification of its disregarded from the owner should check the appropriate box for the tax classification of its disregarded from the owner should check the appropriate box for the tax classification of its disregarded from the owner should check the appropriate box for the tax classification.	nber owner. Do not check ss the owner of the LLC is a single-member LLC that	Exemption from FATCA reporting code (if any)
ĕ	Other (see instructions) ►		(Applies to accounts maintained outside the U.S.)
Spe	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name	and address (optional)
99			
Ø	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
	T 11 125 12 14 17 18 18 18 18 18 18 18 18 18 18 18 18 18		
Par		Casial as	it
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 up withholding. For individuals, this is generally your social security number (SSN). Howe	to avoid	curity number
	ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For c		-    -
	s, it is your employer identification number (EIN). If you do not have a number, see How	to get a	
TIN, la		or	:J
	If the account is in more than one name, see the instructions for line 1. Also see What I her To Give the Requester for guidelines on whose number to enter.	Vame and Employer	identification number
Numb	re To dive the nequester for guidelines on whose number to enter.		-
Par	t    Certification		
Under	penalties of perjury, I certify that:		
2. I an Ser	e number shown on this form is my correct taxpayer identification number (or I am waitin in not subject to backup withholding because: (a) I am exempt from backup withholding vice (IRS) that I am subject to backup withholding as a result of a failure to report all inte longer subject to backup withholding; and	, or (b) I have not been n	notified by the Internal Revenue
3. I an	n 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 re	eporting is correct.	
you ha	ication instructions. You must cross out item 2 above if you have been notified by the IRS to ave failed to report all interest and dividends on your tax return. For real estate transactions, sition or abandonment of secured property, cancellation of debt, contributions to an individuathan interest and dividends, you are not required to sign the certification, but you must provi	item 2 does not apply. Fo al retirement arrangemen	or mortgage interest paid, t (IRA), and generally, payments
Sign Here		Date ►	
Gei	neral Instructions • Form 1099-E	OIV (dividends, including	those from stocks or mutual

Section references are to the Internal Revenue Code unless otherwise

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-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.