

**ACCELERATE YOUR SALES WITH TOYO TIRES.** BECOME A TOYO TIRES DRIVEN DEALER AND ENJOY ADDITIONAL BENEFITS LIKE QUARTERLY BONUS INCENTIVES, WHILE ALSO BEING ADDED TO OUR ONLINE DEALER FINDER. YOU'LL ALSO HAVE ACCESS TO COMPREHENSIVE TRAINING, REAL-TIME PERFORMANCE TRACKING AND MORE.

## GET STARTED

1

To get started, fill out the Enrollment Application.

2

Get it approved by your Toyo Tires Regional Sales Manager.

3

Place an order of 50 or more units with your Toyo Tires Regional Sales Manager or an authorized Toyo Tires Distributor.

## PROGRAM BENEFITS

- Quarterly Bonus Incentives
- Added to our online dealer finder
- Access to comprehensive training
- Emails when rewards are loaded to your debit card
- Online Access 24/7 with dedicated customer support
- Reach the first tire payout level at 100 units per quarter
- Get a Milestone packet with a Toyo Tires floor mat, window decal, counter card and Connect Magazine for meeting Level 1 for the first time

## TIRE PAYOUT LEVELS

**LEVEL 1**  
PCR/LTR: 100-249  
Commercial: 50-99



**LEVEL 2**  
PCR/LTR: 250-399  
Commercial: 100-149



**LEVEL 3**  
PCR/LTR: 400+  
Commercial: 150+



## WHAT'S NEXT

After your order of 50 or more units is placed, Toyo Tires will send you details to set up your dealership's account on [dealerportal.toyotires.com](http://dealerportal.toyotires.com) where you can access sales and marketing tools available to Driven dealers.



[dealerportal.toyotires.com](http://dealerportal.toyotires.com) **TOYO TIRES**

## TIRE PAYOUT LEVELS



★  
**LEVEL 1**  
PCR/LTR: 100-249  
Commercial: 50-99

★★  
**LEVEL 2**  
PCR/LTR: 250-399  
Commercial: 100-149

★★★  
**LEVEL 3**  
PCR/LTR: 400+ units  
Commercial 150+ units

## PAYOUT SCHEDULE

	Q1	Q2	Q3	Q4
PERIOD	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
CLAIM SUBMISSION DEADLINE	APR 15	JUL 15	OCT 15	JAN 15
PAYMENT	APR	JUL	OCT	JAN

## SALES AND MARKETING TOOLS



POP



APPAREL



CONSUMER BROCHURES



HATS



EXPANDABLE TIRE STANDS

# DRIVEN

ASSOCIATE DEALER PROGRAM

## TIRE PAYOUT LEVELS



### LEVEL 1

PCR/LTR: 100-249 max. units/qtr.

Commercial: 50-99 max. units/qtr.



### LEVEL 2

PCR/LTR: 250-399 max. units/qtr.

Commercial: 100-149 max. units/qtr.



### LEVEL 3

PCR/LTR: 400 plus units/qtr.

Commercial: 150 plus units/qtr.

## ELIGIBLE PRODUCTS AND PAYOUT PER TIRE: Q1 2019

Extensa, Versado	Tread Pattern	Level 1	Level 2	Level 3	Proxes	Tread Pattern	Level 1	Level 2	Level 3
Extensa A/S	EXAS	\$4.00	\$6.00	\$8.00	Proxes Sport	PXSP	\$3.00	\$4.00	\$5.00
Extensa HP II	EXHPII	\$4.00	\$6.00	\$8.00	Proxes 1	PX1	\$3.00	\$4.00	\$5.00
Versado Eco	VSEC	\$2.00	\$3.00	\$4.00	Proxes Sport	PXSP	\$3.00	\$4.00	\$5.00
Versado Noir	VSNR	\$4.00	\$5.00	\$6.00	Proxes T1R	PXT1R	\$2.00	\$3.00	\$4.00
					Proxes 4 Plus	PX4P	\$4.00	\$5.00	\$6.00
					Proxes T	PXST	\$2.00	\$3.00	\$4.00
					Proxes ST	PXST3	\$3.00	\$4.00	\$5.00
Open Country, M-55	Tread Pattern	Level 1	Level 2	Level 3	Celsius, H-Line, Winter, Commercial	Tread Pattern	Level 1	Level 2	Level 3
Open Country Q/T	OPQT	\$5.00	\$6.00	\$7.00	Celsius	CSPCR	\$4.00	\$5.00	\$6.00
Open Country H/T	OPHT	\$5.00	\$6.00	\$7.00	Celsius CUV	CSCUV	\$4.00	\$5.00	\$6.00
Open Country A/T II	OPATII	\$5.00	\$6.00	\$7.00	H08+	H08+	\$5.00	\$6.00	\$7.00
Open Country M/T	OPMT	\$5.00	\$6.00	\$7.00	H09	H09	\$5.00	\$6.00	\$7.00
Open Country R/T	OPRT	\$5.00	\$6.00	\$7.00	All Winter	See site	\$3.00	\$4.00	\$5.00
Open Country C/T	OPCT	\$5.00	\$6.00	\$7.00	All Commercial	See site	\$5.00	\$7.50	\$10.00
M-55	M55	\$2.00	\$3.00	\$4.00					

QUARTERLY BONUS AWARD (400+ TOTAL UNITS): 150 IN DRIVEN DOUGH TO PURCHASE MERCHANDISE AND POP ON THE DEALER PORTAL.

## PAYOUT SCHEDULE

	Q1	Q2	Q3	Q4
PERIOD	JAN - MAR	APR - JUN	JUL - SEP	OCT - DEC
CLAIM SUBMISSION DEADLINE	APR 15	JUL 15	OCT 15	JAN 15
PAYMENT	APR	JUL	OCT	JAN

Eligible products and payouts may vary by quarter. Toyo Tire U.S.A. Corp. reserves the right to modify or cancel all or part of this program and guidelines at any time. ©2019 Toyo Tire U.S.A. Corp.

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**TOYO TIRES**

# DRIVEN

## ASSOCIATE DEALER PROGRAM

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## TERMS AND CONDITIONS

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY. BY PARTICIPATING IN THE PROGRAM (AS DEFINED BELOW), YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS DESCRIBED HEREIN. IF YOU DO NOT AGREE TO ALL OF THESE TERMS AND CONDITIONS, DO NOT PARTICIPATE IN THE PROGRAM.

- APPLICATION
  - Only Toyo Tire U.S.A. Corp. (“Toyo Tires”) Associate Dealers are eligible to apply for the Driven Associate Dealer Program (the “Program”). An “Associate Dealer” is a Toyo Tires dealer that purchases Toyo branded tires (“Product”) from a Direct Toyo Dealer. A “Direct Toyo Dealer” is a Toyo Tires dealer that purchases Product directly from Toyo Tires. Direct Toyo Dealers are not eligible to apply for the Program.
  - To apply for the Program, Associate Dealer must:
    - Submit to Toyo Tires a completed Program application form.
    - Fax a completed W-9 Form to Meridian at 888-724-6841.
    - Purchase a minimum of fifty (50) units of Product (“Minimum Application Order”) from its Appointed Dealers (as defined below). For purposes of the Program the term “Purchased” shall mean Product shipped and invoiced to Associate Dealer or Driven Dealer (as defined below), as applicable.
  - Minimum Application Order must be made within the current calendar quarter or the previous calendar quarter from the time of submission of Program application.
  - Participation in the Program is subject to Toyo Tires’ final approval.
  - Associate Dealers approved to participate in the Program are referred to as “Driven Dealers.”
  
- PARTICIPATION CONDITIONS
  - Each Driven Dealer must appoint a “Primary Dealer” and a “Secondary Dealer” (“Appointed Dealer(s)”). Each Appointed Dealer is subject to the approval of Toyo Tires and must be a Direct Toyo Dealer.
  - By the end of each calendar quarter, all Driven Dealers must satisfy the following conditions in order to be eligible for Program Benefits (as defined below):
    - Purchase a minimum of 100 PCR/LTR units or 50 Commercial/TBR units of Product from Appointed Dealers. If Driven Dealer has multiple shipping locations, each such shipping location must purchase a minimum of 100 PCR/LTR units or 50 Commercial/TBR units from Appointed Dealers.
    - Purchase a minimum of 80% of PCR/LTR Product directly through its Primary Dealer. TBR product purchases do not require the 80% minimum from a Primary.
  - Toyo Tires shall rely solely on the Claim Submissions (as defined below) from Driven Dealer’s Appointed Dealers to verify satisfaction of the above Program conditions

and/or any other terms and conditions set forth herein (collectively “Program Conditions”).

- Toyo Tires reserves the right to immediately terminate from the Program any Driven Dealer or Appointed Dealers in its sole and absolute discretion.
- Driven Dealer may request a transfer to new Appointed Dealers only after participating in the Program for a minimum of twelve (12) months and failing to earn a payout under the Program for three consecutive calendar quarters (“First Transfer”). After the First Transfer and for any subsequent transfer, Driven Dealer may request a transfer to new Appointed Dealers only after twenty-four (24) months from the date of the First Transfer or any subsequent transfer, as applicable.
- Selection by Driven Dealer of its Appointed Dealers and any transfer of the Appointed Dealer thereafter are subject to the approval of Driven Dealer’s applicable Toyo Tires Regional Sales Manager.

- **BENEFITS**

- For each calendar quarter, based upon the number of units of Product purchased by Driven Dealer and reported by its Appointed Dealers, Driven Dealer will be categorized into one of the following Program tiers: Level 1, Level 2, or Level 3 (individually and collectively, “Program Tier”).
- There will be two (2) different Program Tiers that a Driven Dealer can strive for – a Program Tier for PCR and LTR patterns (“PCR/LTR Program Tier”) and a Program Tier for TBR patterns (“TBR Program Tier”).
  - For the PCR/LTR Program Tier, each tier can be reached solely with PCR/LTR Product sales.
  - For the TBR Program Tier, only TBR Product sales will count towards the tier levels.
- Payouts, incentives and other benefits applicable to each Program Tier (“Program Benefits”) shall be determined by Toyo Tires in its sole and absolute discretion.
- The following Products are not eligible for any Program Benefits:
  - Product sold to any party other than an end user and/or through the Internet;
  - Product returned for any reason; and
  - Product purchased from anyone other than Driven Dealer’s Appointed Dealer.
- Toyo Tires reserves the right to (i) adjust a Driven Dealer’s Program Tier classification and (ii) receive an immediate refund from Driven Dealer and/or offset against any Driven Dealer’s future Program Benefits, at Toyo Tires sole discretion, for any Program Benefit provided to Driven Dealer based upon a:
  - Product that is later returned for any reason; or
  - Fraudulent or inaccurate Claim Submission or other false information provided to Toyo Tires by Driven Dealer and/or its Appointed Dealer.
- The provision of any Program Benefit is conditioned upon Driven Dealer’s full compliance with Program Conditions and any other Toyo Tires’ policies and rules.

- **CLAIM SUBMISSION**

- Each Appointed Dealer must complete and submit a Program claim submission (“Claim Submission”) at least once per week for any purchases made by its Driven Dealer(s) since the last Claim Submission.
- Completed Claim Submissions shall be uploaded by Appointed Dealers to the Program website, secure FTP site, or other method as directed by Toyo Tires.
- Late or incomplete Claim Submissions WILL NOT be accepted and Toyo Tires will not provide Driven Dealer any Program Benefits with respect to such Claim Submissions.

- Toyo Tires shall not be responsible or liable to Driven Dealer for any failure by Driven Dealer's Appointed Dealers to submit or timely submit a Claim Submission or for any false or inaccurate information contained therein.
- The submission of false or inaccurate Claim Submissions is grounds for termination of Driven Dealer and/or Appointed Dealer from the Program.
- Toyo Tires reserves the right to audit all Claim Submissions and request additional support information and/or documentation from a Driven Dealer and its Appointed Dealers.
- MISCELLANEOUS
  - Toyo Tires has the right to terminate, amend or modify the Program and these terms and conditions at any time, in its sole discretion, with or without notice, and for any or no reason. Therefore, you should review these Terms and Conditions and applicable policies frequently at "Program Info." at <https://dealerportal.toyotires.com/> or such other location as maybe identified by Toyo Tires, to understand the terms and conditions that apply to the Program.
  - These Terms and Conditions and the Program will be interpreted, construed and enforced, and governed in all aspects in accordance with the exclusive jurisdiction and laws of the State of California. Any cause of action arising under or relating to these Terms and Conditions will be brought exclusively in a court in Los Angeles, California.

Effective Date: June 7, 2018



# ENROLLMENT APPLICATION

EACH DEALER MUST HAVE A DRIVEN ENROLLMENT APPLICATION APPROVED BY TOYO TIRE U.S.A. CORP. PRIOR TO ACCEPTANCE INTO THE TOYO TIRES DRIVEN ASSOCIATE DEALER PROGRAM. RETURN YOUR COMPLETED DRIVEN ENROLLMENT APPLICATION ALONG WITH PROOF OF A 50-UNIT ORDER FROM AN AUTHORIZED TOYO TIRES DISTRIBUTOR TO YOUR TOYO REGIONAL SALES MANAGER OR TOYO DISTRIBUTOR. FAX THE FORM W-9 TO 888-724-6841.

Dealer Legal Name \_\_\_\_\_

DBA (if applicable) \_\_\_\_\_

Dealer Physical Address \_\_\_\_\_

Dealer Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website Address \_\_\_\_\_

Products: Passenger  Light Truck  Ultra-High Performance  Competition  Commercial

Services: Inspections  Road Service  Night Service  Adjustments  Commercial Service

DEBIT CARD FOR REWARDS CASH MUST BE ISSUED TO AN AUTHORIZED PERSON WITHIN THE BUSINESS.

Full legal name of authorized person to be issued reward card \_\_\_\_\_

I have read and understand all terms and guidelines of the Toyo Tires Driven Associate Dealer Program. I understand that enrollment in this program is solely determined by Toyo Tire U.S.A. Corp. and may be canceled or modified at any time, with or without notice.

Applicant Name (Printed) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Toyo Regional Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

Received \_\_\_\_\_ Entered \_\_\_\_\_

Driven Program Coordinator \_\_\_\_\_ Official Enrollment Date \_\_\_\_\_

# 5 STEPS TO COMPLETE THE TOYO DRIVEN ENROLLMENT PROCESS

\_\_\_√\_\_\_Step 1 Complete & sign the Toyo DRIVEN enrollment form:

- When completing the enrollment form, make sure you supply your correct email address. Your future passwords to log on to the Toyo DRIVEN web site will be emailed to the email address you supply.

\_\_\_\_\_Step 2 The Toyo Tires corporate office will assign a user name for you... (Example...A123456):

- Once you receive your new Toyo DRIVEN user name (we refer as an "A" number) by e-mail, click on the Activate Account Button on the email. This will take you to the password reset page. Enter your new password twice and click submit. Your new password has now been set. You can now log on to the Toyo Dealer Portal to access the Driven Website and then complete your Dealer Principal enrollment.
- In this enrollment process, you will be asked to choose a Card Holder Name (CH) and a Contact Person Name (CP).

\_\_\_\_\_Step 3 Submit your W-9 to Toyo DRIVEN headquarters: You can fax or email the W-9 document to:

- Fax: 888-724-6841
- Email: [hq@toyodriven.com](mailto:hq@toyodriven.com)

\_\_\_\_\_Step 4 Now the Card Holder (CH), as designated in Step 2, will be notified through an e-mail alert that they have been selected, notified of their A# (User Name), and that they must complete the following steps:

- This process will require a separate log on with a new password.
- Click the blue Log In button in the e-mail alert.
- You will be taken to the Single Sign On Password Reset page. Enter your new password twice and click submit. Your new password has now been set. You can now log on to the Toyo Dealer Portal to access the Driven Website to complete your enrollment.

\_\_\_\_\_Step 5 Now the Contact Person (CP) as designated in Step 2 will be notified by the Dealer Principal that they have been selected, notified of their A# (User Name), and that they must complete the following steps:

- This process will require a separate log on with a new password.
- Click the blue Log In button in the e-mail alert.
- You will be taken to the Single Sign On Password Reset page. Enter your new password twice and click submit. Your new password has now been set. You can now log on to the Toyo Dealer Portal to access the Driven Website to complete your enrollment.

NOTE: Please contact the Dealer Portal Help Desk at 1-800-953-8696 with any questions.





By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

## Backup Withholding

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

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

**Payments you receive will be subject to backup withholding if:**

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

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

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

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

## Updating Your Information

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

## Penalties

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

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

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

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

## Specific Instructions

### Line 1

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

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

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

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

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

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

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

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

### Line 2

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

### Line 3

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

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

### Line 4, Exemptions

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

#### Exempt payee code.

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

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

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

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

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

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

## Line 5

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

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

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

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

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

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

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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

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

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

## Part II. Certification

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

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

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



**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

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

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

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

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

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

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

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

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

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

**Secure Your Tax Records From Identity Theft**

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

To reduce your risk:

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

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

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

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

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

**Protect yourself from suspicious emails or phishing schemes.**

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

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

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

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

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