

MoVaLEARNS

Get paid to go to school.



www.movalearns.com

2020 MoVaLEARNS Registration Packet Checklist

All of the following items must be complete to be eligible for the MoVaLEARNS stipend program.

- Submit a MoVaLEARNS Verification Form
(To be completed by MVC staff)
- Complete the MoVaLEARNS Registration Form
- Sign the MoVaLEARNS Guidelines
- Sign the MoVaLEARNS Waiver
- Sign and Complete an IRS Form W9
- Sign and Complete a City ACH Form
- Submit a copy valid California identification card, driver's license.
- Present a social security card

Applications must be submitted online or delivered to The Moreno Valley City Hall. Submission of an application by mail or other delivery service does not constitute acceptance on the part of the City. Acceptance of a submission is deemed only when the submission is received and date stamped by an agent or employee for the City. Acceptance alone of a submission does not constitute award.

For questions, please contact Jackie Melendez at 951.413.3454 or via email at jackiem@moval.org.

MoVaLEARNS Stipend Guidelines

Updated September 1, 2020

In Moreno Valley, too many residents face Earn vs. Learn, the problem of having to choose between getting an education and working to pay for necessities like food, rent, gas and books. For students, this means delays to graduation, low academic achievement and, for some, dropping out completely. For the City, this means a reduced ability to attract higher wage jobs and low quality of life for families and residents.

The City of Moreno Valley and Moreno Valley College have partnered to tackle this vexing problem and have been chosen by Bloomberg Philanthropies as one of 35 Champion Cities for the 2018 Mayors Challenge. We beat out over 300 cities in a national competition and our goal is make a difference in the lives of students in Moreno Valley.

The MoVaLEARNS Plan

The program is called MoVaLEARNS – Mayor's Challenge and you have been chosen to participate in the monthly stipend program. The following guidelines outline your responsibilities as a participant in this program.

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MoVaLEARNS: Monthly Stipend Program Guidelines

MUST BE READ IN FULL AND SIGNED

REGISTRATION PROCESS

Eligibility

As part of the stipend program, you have been selected to receive a \$250 direct stipend and deemed eligible by Moreno Valley College. To receive this money, you must meet all of the following eligibility requirements:

- ✓ Residency: Must be a Moreno Valley resident (to be verified via MVC student records).
- ✓ Age: Must be 18 years or older (must show government identification).
- ✓ Enrollment: Must be a student at Moreno Valley College enrolled in a minimum of 6 units and no more than 50 units completed (to be verified via MVC student records).
- ✓ Units: Must be a second year student with a minimum of 12 units completed.
- ✓ Career Track: Must be a Career and Technical Education (CTE) student.
- ✓ Good Standing: Must have 2.0 GPA or higher. Must not be on Academic probation.
- ✓ College Promise: Students who have previously completed the College Promise program will be given preference.
- ✓ Enrollment: Must complete and sign all program registration documents.

Mandatory Documents

To complete the registration process all participants are required to sign and submit the following:

- 1) MoVaLEARNS Registration Form
- 2) Guidelines
- 3) Photo Release and Waiver
- 4) City of Moreno Valley ACH Form
- 5) IRS W-9 Form

Registration Form

This form must be completed in full to the satisfaction of the MoVaLEARNS Team. This form requires basic contact information and baseline information from the student and is required before a stipend can be awarded.

Guidelines

By signing the program guidelines all students agree that they have read the Guidelines and that they will abide by the rules of the program.

Photo Release and Waiver

Releases liability and authorizes the use of images and video to be shared. Students must consent to be photographed and videotaped during the course of the stipend program, and may be used by the City of Moreno Valley and/or Moreno Valley College.

MANDATORY ACTIVITIES

Students must commit to complete, at minimum, the following mandatory activities:

1. Attend the mandatory Registration and Kick-off events.
2. Complete a minimum of 20 hours of volunteer activity.
3. Must have a bank account for the duration of the program.
4. Must complete and sign an IRS Form W-9.
5. Must provide a valid ID and social security card and/or provide proof to legally work in the United States.
6. Must sign the City of Moreno Valley's ACH Form to allow funds to be directly deposited in the student's personal bank account.
7. Must maintain a 2.0 GPA and remain enrolled as a student in CTE at Moreno Valley College, in good academic standing, for the duration of the program. Failure to do so may result in program termination.
8. Complete an exit survey.

Periodic TouchPoints

Students must attend online touchpoints.

Program Termination

The City of Moreno Valley and Moreno Valley College reserves the right to terminate any student participant at any time. Failure to complete any part of the mandatory activities above may be cause for program termination. Once terminated, students may not reenter the program.

Code of Conduct

Student participants agree to adhere to the Moreno Valley College Student Code of Conduct at all time. The Code of Conduct is available online at www.mvc.edu. Failure to adhere to these standards may result in my termination from the program.

STIPENDS

Stipend Distribution

Stipends will be received in the form of a check. During the stipend distribution phase, 50 approved students will receive a \$250 monthly check directly deposited into their bank account.

Use of funds

Students may use funds towards the purchase of anything legal in the State of California and must abide by all applicable State and Federal laws. Acceptable expenses may include: rent, gas, household items technology purchases, books, supplies, food and entertainment.

Duration

The stipend period will commence on the day of the kick-off event and will last for one academic year or eight (8) months, not including winter or summer sessions

Exit Survey

Before receiving their final installment, students will be required to complete an exit survey. The survey will be used to help the team better understand how the stipend phase impacted the students and how participants believe the program can be improved if additional funds were granted. **The Exit Survey is mandatory.**

FAQs and Contact Information

Questions regarding this project may be directed to the following:

Jackie Melendez

City of Moreno Valley

Moreno Valley City Hall, 14177 Frederick Street, Moreno Valley, CA 92552

jackiem@moval.org | 951.413.3454

Thank you for your participation.

STUDENT SIGNATURE

I, _____, state that I have read the MoVaLEARNNS Program Guidelines and agree to abide by these Guidelines.

I certify that I meet the program eligibility requirements and will complete all mandatory portions of the program including following:

1. Submit and sign all registration documents, financial forms and waivers.
2. Attend the MoVaLEARNNS Kick-off event.
3. Maintain enrollment at Moreno Valley College in a CTE program.
4. Maintain a 2.0 GPA and good academic standing.
5. Maintain a personal bank account.
6. Complete 20 hours of volunteer service.
7. Submit an Exit Survey.

Signature

Date

RECEIVED BY

Name

Institution

Signature

Date



MoVaLEARNS Registration Form
(All Students)

Contact Information:

| | | | |
|-------------------|--|------------------|--|
| First Name | | Last Name | |
| Email | | Address | |
| Cellphone Number | | Alternate Number | |
| Emergency Contact | | | |
| First Name | | Last Name | |
| Email | | | |
| Cellphone Number | | Alternate Number | |
| | | | |

Student Response Questions:

1. Are you a full time student?
 - a. Yes
 - b. No

2. What is your most current GPA?
 - a. N/A
 - b. _____

3. What is your current academic goal?
 - a. Complete my AA degree
 - b. Complete a certificate or CTE program
 - c. Transfer
 - d. Taking a class or two for work
 - e. Other: _____

4. What is your current course of study?
 - a. Major, certificate or CTE: _____
 - b. Undecided
 - c. Other: _____

5. How do you currently pay for school?

6. Do you currently work?

- a. Yes
- b. No

7. If you work, how many hours per week?

- a. N/A
- b. 1-20
- c. 20-40
- d. 40+ (More than 40)

8. Do you have more than one job?

- a. Yes
- b. No
- c. N/A

9. What type of work do you do? (Skip if N/A.)

10. Are you actively looking for work?

- a. Yes
- b. No

11. What is your average monthly budget (income/money only)?

- a. \$0-\$499
- b. \$500-\$999
- c. \$1,000-\$2,999
- d. \$3,000-\$4,999
- e. \$5,000-\$12,000
- f. \$12,000+

12. In the past two weeks, have you had to skip a meal because of lack of money?

- a. Yes
- b. No

13. What are the top three things that motivate you to stay in school?

- a. _____
- b. _____
- c. _____

14. Are you the first generation of your family to go to college? (If asked for clarification, includes parents and siblings.)

- a. Yes
- b. No

15. Are you a U.S. Veteran or Active Duty military personnel?

- a. Yes
- b. No

16. Please indicate how much you agree or disagree with the following statements:

| | | Strongly Disagree | Disagree | Agree | Strongly Agree |
|----|---|--------------------------|-----------------|--------------|-----------------------|
| A. | If I were paid a stipend to attend tutoring on a weekly basis, I would attend. | | | | |
| B. | If I were paid a stipend to receive financial literacy coaching, I would participate. | | | | |
| C. | I would participate in more student activities (e.g. clubs), if I were paid a stipend to do so. | | | | |
| D. | I feel my high school prepared me for the math and science courses in college. | | | | |

CONFIDENTIAL

| | | Strongly Disagree | Disagree | Agree | Strongly Agree |
|----|---|--------------------------|-----------------|--------------|-----------------------|
| E. | I feel my high school prepared me for the English and writing courses in college. | | | | |
| F. | Sometimes I feel as if I don't belong in college. | | | | |
| G. | Money is my primary barrier to education. | | | | |
| H. | I am often worried about where my next meal will come from? | | | | |
| I. | I am often worried about having enough money to pay for my school bills? | | | | |
| J. | I am often worried about having enough money to pay for my non-school bills? | | | | |
| K. | Transportation is a major problem for me when it comes to school. | | | | |
| L. | In the past six months, I was worried about not having a place to live. | | | | |
| M. | In the past six months, I considered dropping out of school to work more hours. | | | | |
| N. | I often feel anxiety about school. | | | | |
| O. | If I were paid a stipend to receive Academic Advising, I would participate. | | | | |

WAIVER OF LIABILITY, ASSUMPTION OF RISK, HOLD HARMLESS AGREEMENT
AND CONSENT TO USE AND DISCLOSURE

In consideration of being selected by City of Moreno Valley and Moreno Valley Community College, to participate in a City of Moreno Valley MoVaLEARNS Project ("Project"), which participation may include receipt of up to \$250 per month for one (1) year for my discretionary use, I, _____, hereby waive, release and discharge any and all claims which I may have, or which may hereafter accrue to me, as a result of participation in the Project, my use of the received funds and the subsequent use and disclosure of any information obtained by the City of Moreno Valley or Moreno Valley Community College. I further agree and acknowledge that I assume all risk and responsibility related to my participation in the project and the expenditure of the funds provided and will hold harmless and indemnify the City of Moreno Valley and the Moreno Valley Community College from any third party claims, liabilities and demands that may arise as a result of my use of the funds. This release, waiver and hold harmless is intended to discharge in advance the City of Moreno Valley, the Moreno Valley Community College, their officers, employees and agents from any and all liability arising out of or connected in any way with my participation in the Project and the use and disclosure of the information obtained from me. It is further agreed that this waiver, release and consent is to be binding on my heirs and assigns.

I also understand that by participating in the Project I consent to photo or video images taken by the City of Moreno Valley or Moreno Valley Community College staff during this project, to be used in any or all materials, publications, websites and advertisements related to the Project without any additional compensation.

I attest that I am 18 years of age or older at the time of the signing below.

Dated: _____

Signature: _____

Request for Taxpayer Identification Number and Certification

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

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

| | | |
|---|---|---|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | 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 | Exempt payee code (if any) _____ |
| | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. | Exemption from FATCA reporting code (if any) _____ |
| | <input type="checkbox"/> Other (see instructions) ▶ _____ (Applies to accounts maintained outside the U.S.) | |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| 6 City, state, and ZIP code | | |
| 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

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

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

| | | | | | | | | | |
|---------------------------------------|--|--|--|---|--|--|--|--|--|
| Social security number | | | | | | | | | |
| | | | | | | | | | |
| - | | | | - | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | | | | | | |
| - | | | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

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

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

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

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

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

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

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

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

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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

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

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

Part II. Certification

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

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

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

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

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

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

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

3. Real estate transactions.

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

4. Other payments.

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

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.

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

What Name and Number To Give the Requester

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

| 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 |

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

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

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

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

Protect yourself from suspicious emails or phishing schemes.

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

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

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

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

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

VENDOR UPDATE FORM

The following 3 documents must accompany a "Request for New Vendor" and "Request to update Vendor Record." Failure to provide this support will result in a delay in the vendor receiving payment or Vendor Maintenance.

- (1) **W-9 Form** (2) **ACH Form** (3) **Copy of voided check or bank authorization letter**

Please select one:

New Vendor Number: _____ (Internal Use Only)

NEW VENDOR INFORMATION

Vendor Name (as it appears on the W-9): _____

Vendor doing Business As (DBA): _____

Vendor EIN/Tax ID/SS#: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

ACH Notification Email : _____

ACH Contact Name: _____

Purchase Order Notification Email: _____

Vendor requires 1099?

Purchase Order Contact Name: _____

Yes No

UPDATING VENDOR INFORMATION

| Previous Vendor Information | | New Vendor Information | |
|-----------------------------|--|------------------------|--|
| Vendor Name: | | Vendor Name: | |
| Vendor DBA: | | Vendor DBA: | |
| Street Address: | | Street Address: | |
| City/State/Zip: | | City/State/Zip: | |
| Telephone: | | Telephone: | |
| ACH Email: | | ACH Email: | |
| ACH Contact Name: | | ACH Contact Name: | |
| PO Email: | | PO Email: | |
| PO Contact Name: | | PO Contact Name: | |

Requested By: _____

Signature: _____

Title: _____

Date: _____

ACH/ELECTRONIC PAYMENTS VENDOR REQUEST FORM

*This form is used to process or update a vendor file record to allow for ACH/Electronic payments.
A copy of a voided check and/or bank authorization letter must be included with this form.*

Section A: (To Be Completed By Vendor)

Vendor Name: _____

Vendor Contact Name: _____

Vendor Email: _____

Vendor EIN/Tax ID/SS#: _____

Bank Name: _____

Bank Street Address: _____

Bank City/State/Zip: _____

Bank Contact Name: _____

Bank Telephone: _____

Bank Account Number: _____

Account Type:

Routing Number: _____

Signature: _____

Date: _____

SECTION B: (To Be Completed by City of Moreno Valley Purchasing Division)

Vendor Number: _____

Date Request Received: _____

Comments:

Request Processed By: _____

Signature: _____

Date: _____