

SECTION 00 41 00

BID FORM

FRANKLIN CO. ANIMAL CONTROL FACILITY  
GOVERNMENT OF FRANKLIN COUNTY TENNESSEE  
WINCHESTER, TENNESSEE

BID NO. 240109ANIM

DATE OF BID OPENING: \_\_\_\_\_

THE BID IS ADDRESSED TO: \_\_\_\_\_

THIS BID IS BEING SUBMITTED BY: \_\_\_\_\_  
(Name of Bidding Firm)

The undersigned hereby declares that the only person (or persons) interested in this bid as principal (or principals) is (or are) named herein. This bid is in all respects fair and in good faith without collusion or fraud.

The undersigned, having visited the sites of the referenced Project and having familiarized himself with the local conditions affecting the cost of the Work and with all requirements of the Contract Documents as prepared by the Architects, plus all Addenda to said documents, proposes to furnish all labor, materials, equipment, and services required to complete the Work directed by the Contract Documents for the referenced Project for the following amount:

BASE BID:

\_\_\_\_\_  
\_\_\_\_\_

Dollars (\$ \_\_\_\_\_)

ALTERNATES:

The undersigned will include the following alternates as described in Section 01 23 00, "Alternates" for the following amounts:

	ADD	DEDUCT
Alternate No. 1A \$ _____		\$ _____
Alternate No. 1B \$ _____		\$ _____
Alternate No. 1C \$ _____		\$ _____

ACCEPTANCE AND REJECTION OF ANY AND ALL ALTERNATES:

The undersigned agrees that the Owner shall have the right to accept, reject, or reinstate any or all of the above listed alternates at the price quoted above, within a period of thirty (30) consecutive calendar days from the date of this Contract with the Owner.

**TIME OF COMPLETION:**

TIME IS OF THE ESSENCE, and if awarded this Contract, the undersigned shall provide all of the labor, materials, equipment, and services required to complete the Work of this Project on or before nine (9) months. As part consideration in this Contract, the undersigned agrees to pay Liquidated Damages as described in the Supplementary General Conditions.

**PREREQUISITES FOR ISSUING A CONTRACT TO THE SUCCESSFUL BIDDER:**

This Contract will not be issued until the Contractor has delivered to the Owner, through the Architect, satisfactory proof of carriage of all insurance required herein, a properly executed Performance and Payment Bond, and a complete list of all Subcontractor and material suppliers.

**ADDENDUM RECEIPT:**

The undersigned acknowledges receipt of Addenda Nos. \_\_\_\_\_.

**BID ACCEPTANCE:**

If written notice of acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) consecutive calendar days after the date for opening of bids or any time after the thirty (30) day period and prior to the Contractor notifying the Owner that this bid is withdrawn, the undersigned will, within ten (10) consecutive calendar days after the date of such mailing, telegraphing, or delivery of such notice, execute and deliver a Contract and furnish Performance and Payment Bond, in accordance with the Contract Documents and bid acceptance.

In case of failure on the undersigned's part to perform as agreed above, the monies payable on the check or Bid Bond accompanying this Proposal shall be paid into the funds of the Owner, as liquidated damages for such failure; otherwise, the check or Bid Bond shall be returned to the Bidder.

The undersigned further proposes and agrees to contract with the Owner, using the Owner/Contractor agreement provided by Rutherford County Schools, to furnish for the above sum all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the Project in complete accordance with the shown, noted, described and reasonably intended requirements of the Contract Documents with the definite understanding that no money will be allowed for extra work, except as set forth in the Contract Documents.

**UNIT PRICES:**

Should additional work of the following categories be required, adjustment will be made to the Contract Sum at the following Unit Prices. These Unit Prices shall include all expenses, including taxes, insurance, profit, and overhead for furnishing and installing each item. All Work shall be done in accordance with the requirements of the Contract Documents.

Site Work:

- |    |                          |                    |
|----|--------------------------|--------------------|
| 1. | Mass Earth Excavation:   | Add \$ _____ cu yd |
| 2. | Trench Earth Excavation: | Add \$ _____ cu yd |
| 3. | Hand Earth Excavation:   | Add \$ _____ cu yd |
| 4. | Additional soil:         | Add \$ _____ cu yd |

**FRANKLIN CO.  
ANIMAL CONTROL FACILITY**

**WINCHESTER, TN**

- |    |                             |        |       |       |
|----|-----------------------------|--------|-------|-------|
| a. | Topsoil:                    | Add \$ | _____ | cu yd |
| b. | General or Open Site Areas: | Add \$ | _____ | cu yd |
| c. | Trench Backfill:            | Add \$ | _____ | cu yd |
| d. | Select Fill:                | Add \$ | _____ | cu yd |
- 
- |    |  |        |       |       |
|----|--|--------|-------|-------|
| 5. | Rock, Masonry, or Concrete Excavation<br>in Trenches and Pits: | Add \$ | _____ | cu yd |
| 6. | Mass Rock Excavations:   | Add \$ | _____ | cu yd |
| 7. | Sod:   | Add \$ | _____ | cu yd |
| 8. | Undercut and Replacement of<br>Unsuitable Soils:               | Add \$ | _____ | cu yd |

**NOTICE OF ACCEPTANCE:**

The undersigned hereby designates the address to which the notice of acceptance may be mailed, telegraphed, or delivered:

NAME AND ADDRESS OF FIRM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

NAME AND TITLE OF AUTHORIZED OFFICER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICER: \_\_\_\_\_

**-END OF BID FORM-**

**SECTION 00 41 00.1**

**FRANKLIN COUNTY FINANCE DEPARTMENT –  
BIDDING & REQUEST FOR PROPOSAL – POLICIES AND PROCEDURES**

**Section I: INTRODUCTION**

- A. Purchases/Services exceeding \$50,000.00 will be made through the use of formal competitive sealed bidding. This means that an advertisement for bids is published in the local newspaper (and any non-local newspaper to fulfill any state and federal contract or grant obligation or as deemed necessary by the Department or Purchasing Agent). Specifications will be established for the product or service being bid and submitted to vendors as an "Invitation to Bid". *A copy of these policies shall be included in every bid packet that is distributed.* The Purchasing Agent will receive the bids and conduct a bid opening at least ten (10) days following the date of publication.
- B. Request for Proposals shall be administered in the same manner.

**Section II: BID or REQUEST FOR PROPOSAL - SUBMITTAL & OPENINGS**

- A. Bids/RFP shall be completed legibly in ink or typewritten with all erasures, strikeouts and corrections initialed in ink by the person signing the bid/RFP. The bid/RFP shall include the legal name of the bidder, the complete mailing address and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.
- B. Bids must accompany a Conflict of Interest Form. A RFP may require a Conflict of Interest Form depending on type of product/service provided.
- C. All bids/RFP must be submitted in a sealed envelope only. Fax and e-mail bids/RFP are not acceptable and will not be considered. \*\*\*\* Please note that Federal Express considers this a rural area and will not guarantee a morning delivery. Most documents sent by Federal Express do not make it by the noon deadline on the bid/RFP date if sent overnight the day before.
- D. Bids/RFP must be properly identified as a sealed bid/RFP and made to the attention of the Purchasing Agent. This applies to bids/RFP received via Federal Express or UPS. Improperly identified bids/RFP may be opened solely for identification and only by an authorized official.
- E. Bid/RFP openings will be conducted in the conference room of the Franklin County Finance Department located at 851 Dinah Shore Blvd., Winchester, TN 37398 on the date and at the time specified in the Invitation to Bid, unless otherwise noted in the bid/RFP invitation.
- F. All bids/RFP will be received in the Finance Department by 12:00 pm CST (noon) on the date of the bid/RFP opening. Bids/RFP received after that time will be considered late and will not be opened. Franklin County cannot be held responsible for any delay, regardless of the reason, in transmission of the bids.
- G. All bid/RFP openings will primarily be scheduled at 2:00 pm CST unless otherwise specified.
- H. Bid/RFP receipt time and opening time is determined by the official clock of the Purchasing Agent.

**Section III: BID or REQUEST FOR PROPOSAL - EVALUATION & AWARD**

- A. Bid/RFP evaluation is performed by the Purchasing Agent and the requesting department or officials.
- B. Bids/RFP will remain firm for a period of up to thirty (30) days in order to allow adequate time to evaluate the bids/RFP. Additional information, including references, may be required as deemed necessary by Franklin County.
- C. In the event only one response is received, more information may be required to determine if the bid/RFP price/service is fair and reasonable.
- D. Correction or withdrawal of inadvertently erroneous bids/RFP shall be permitted up to the 12:00 pm CST (noon) receive time. After bid/RFP opening, no changes in bid/RFP prices or other provisions shall be permitted; however, the Purchasing Agent shall have the authority to waive minor irregularities. In cases of error in the extension of prices, the unit prices will govern.
- E. Pending expenditure approval by the appropriate governing board or official, an award is made by the Purchasing Agent to the lowest & best responsive and responsible bidder(s) or vendor(s) meeting the specifications that is most advantageous to Franklin County. Factors such as, but not limited to, adherence to all conditions and requirements of the bid/RFP specifications, price, quality of the product or service, qualifications of the bidder/vendor including past performance, general reputation, experience and facilities, delivery or completion date, maintenance costs and warranty provisions and repurchase or residual value will be considered in determining the most advantageous bid/RFP.
- F. Awards may be made on a "lump sum" basis or on a "per item" or "per group" basis as the best interest of the County may require. It is important for the bidder to provide unit pricing on each item for this reason.

**Section IV: SPECIAL INSTRUCTIONS to BIDDERS/VENDORS**

- A. It is the intent of Franklin County to promote competitive bidding. It shall be the bidder's responsibility to inform the Purchasing Agent if any language, requirements, or any combination thereof inadvertently restricts or limits a bidder's/vendor's ability to submit a bid/RFP.
- B. Name brands of products, if mentioned, shall be used as an example only. An approved equal will be accepted. That approval will be administered during the review process, unless otherwise noted in the specifications.
- C. Failure to respond to three (3) consecutive bids may result in your company being deleted from the "bidder's list".
- D. Bidder's/Vendor's signature shall certify that the prices offered were independently developed without consultation with any other bidders/vendors or potential bidders/vendors.
- E. Proof of liability insurance and worker's compensation insurance must be provided to the Finance Department upon request. In regard to "Request for Proposals" it is required.
- F. Franklin County practices a Drug Free Workplace Policy. Use of alcohol and illegal substances while performing work for Franklin County Government is strictly prohibited and will result in

immediate contract termination. If federal funds are involved a certification of a "Drug Free Workplace Policy" will be required.

**Section V: PROTESTS**

- A. The bidder/vendor may notify the Purchasing Agent in writing within three (3) business days following the notification of award. No steps will be taken to procure the bid product or service until after this three (3) business day waiting period. The written protest should be clearly identified as such and should include:
  - 1. The name and address of the protestor.
  - 2. The bid or proposal name, bid/RFP date and any other pertinent information.
  - 3. A statement of reason for the protest.
  - 4. Any supporting documents, exhibits, or evidence to substantiate the protest.
- B. The Purchasing Agent, Finance Director and the County Mayor, Director of Schools or Highway Superintendent will review the protest and inform the protesting party of a decision in writing within five (5) business days of the receipt of the protest. The County Attorney may be consulted during this time.

**Section VI: DISCLAIMERS**

- A. Franklin County reserves the right to reject any or all bids/RFP in whole or in part.
- B. Franklin County reserves the right to waive any informality or technicality in bids/RFP received; however, such waiver shall not modify any remaining requirements or excuse the bidder/vendor from full compliance with the bid/RFP specifications and other requirements if the bidder/vendor is awarded the bid/service contract.
- C. Franklin County reserves the right to withdraw a bid/RFP at any time for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- D. Receipt of a bid/RFP offers no rights upon the bidder/vendor nor obligates Franklin County in any manner.
- E. Franklin County is not liable for any costs incurred by bidders/vendor in replying to an "Invitation to Bid" or "Request for Proposal".
- F. Franklin County reserves the right to require bid bonds, contractor's bonds, or performance bonds as necessary.
- G. These policies shall govern unless otherwise specifically stated in the "Invitation to Bid" or "Request for Proposal".

**CONFLICT OF INTEREST CERTIFICATION**  
**This form must be completed and submitted with your bid.**

Franklin County operates under the County Financial Management System of 1981. The section that addresses conflicts of interest (T.C.A. 5-21-121) states that the finance director, purchasing agent, members of the committee, members of the county legislative body, other officials of the county, members of the board of education, members of the highway commission, and employees of the finance department, as well as those responsible for purchasing “shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials or equipment for the county”.

- (A) “Controlling interest” means sufficient ownership in a business or company to control policy and management, including the ownership or control of the largest number of outstanding shares owned by any single individual in a business or company; and
- (B) “Direct interest” means a contract with a person personally or with any business in which the official or employee is the proprietor, a partner, or the person having the controlling interest in the business.; and
- (C) “Indirect interest” means a contract in which a person is interested, but not directly so, and includes contracts where the person is directly interested and is the sole supplier of goods or services in the county.

Your signature below certifies that according to the above guidelines, there is no conflict of interest for your company to submit a bid or proposal.

---

Signature

PLEASE PRINT THE FOLLOWING INFORMATION:

---

Name

---

Title or Position with Company

---

Company Name

---

Address

---

City, State & Zip

---

Telephone Number

---

Mobile Number

---

Fax Number

---

Email address

Franklin County, Tennessee  
Vendor List Application

Franklin County Finance Department  
PO Box 518 – 851 Dinah Shore Blvd  
Winchester, TN 37398

Telephone (931) 967-1279  
Fax (931) 962-1404

Please type or print legibly all information requested below and return to the address above to the attention of the Finance Director. Failure to furnish all information requested hereon shall be just cause for rejection of this application.

Applicant's name and mailing address for bid forms and purchase orders:


Applicant's address for payments (if different from above):


Person(s) to contact on bids or quotes:

Name	Official Capacity	Telephone #	Fax#

**Federal Tax ID Number or Social Security Number:**

(Attach a completed W-9 if not a Corporation)

*Please circle the response that applies to your company.*

Is your company a small business as defined by the U.S. Small Business Administration?

Yes              No

Are you a tax exempt entity?              Government              Non-profit



Are you incorporated?	Yes	No	If yes, are you publicly traded?	Yes	No
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For compliance with Title VI of the Civil Rights Act of 1964, we ask for voluntary disclosure of the following information:

Gender:	Female	Male
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Identify company classification:

Caucasian  
African-American

Hispanic  
Other (please explain)\_\_\_\_\_

Are you classified as a disadvantaged business?	Yes	No
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If yes, please provide a copy of your certificate issued by the State of Tennessee Dept. of Transportation.

Please list products and/or services your company provides:


Franklin County Government requires purchase orders for all purchases made for goods and services. By signing this form your firm agrees to obtain a purchase order (or, at the very least, a purchase order number issued by the finance department) before allowing Franklin County employees to obtain your goods or services except in the case of an emergency. Failure to comply will result in your firm being debarred from doing business with Franklin County Government as per the debarment procedures set forth in the policies and procedures manual of the Franklin County Finance Department.

Tennessee Code Annotated 5-21-101 defines conflicts of interest as follows: - (a) The director, purchasing agent, members of the committee, members of the county legislative body, or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials or equipment for the county. By signing this application you verify understanding of this law.

It is the policy of Franklin County Government not to discriminate on the basis of race, color, national origin, creed, marital status, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities in compliance with Title VI and Title VII of the Civil Rights Act of 1964.

I hereby certify that the information supplied herein is correct to the best of my knowledge and that I agree to obtain a purchase order from Franklin County employees when they attempt to solicit my goods or services as stated above. I further certify that I have no conflict of interest as defined above and that I will comply with the above stated policy of non-discrimination.

Signature \_\_\_\_\_

Printed or typed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# E-VERIFY CERTIFICATION

I, \_\_\_\_\_ (the individual signing below), being duly authorized by and on behalf of \_\_\_\_\_ (the Company, Contractor, or Vendor entity hereinafter "Employer") hereby certify the following:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with TCA §50-1-703.
2. Employer understands that Employers must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with TCA §50-1-703.
3. Employer is a person, business entity, or other organization that transacts business in this Tennessee and that employs 50 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

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Signature of Certifying Official

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Date

---

Printed Name

---

Title

**CERTIFICATION OF ELIGIBILITY**  
**Under the Iran Divestment Act**

Pursuant to TCA 12-12-106, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to TCA 12-12-106, is ineligible to contract with the State of Tennessee or any political subdivision of the State. The Iran Divestment Act of 2015, TCA 12-12-106.\* requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; and
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_with%20NY12.05.22.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_with%20NY12.05.22.pdf)

and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact State of Tennessee, General Services at 615.741.1035

## DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with \_\_\_\_\_ County government to provide construction services, hereby states under oath as follows:

The under signed is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

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

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 <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		Franklin County Finance Department PO Box 518 - 851 Dinah Shore Blvd Winchester, TN 37398
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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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