City of Crystal Lake

Revised March 2025

APPLICATION FOR:
PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

The City of Crystal Lake is required by section 415 ILCS 5/17.12(v) of the Lead Service Line Replacement and Notification Act to ensure the replacement of all lead service lines within the City's drinking water service area by the statutory deadlines.

Several different programs will be needed in order to replace all of the lead service lines in the City. These programs may take the form of City initiated capital water main projects, City initiated lead service line replacement projects, and property owner initiated lead service line replacements.

Under the City of Crystal Lake Ordinance § 515-43(E), the property owner owns and maintains their water service line from the connection at the water meter to the shut off (B-Box) and the City owns and maintains the B-Box, curb stop, and the service line from the B-Box to the water main.

The City is providing this reimbursement program to assist property owners who choose to replace their private side lead service lines independent of a City capital improvement project or other program. When the private and public side of the water service line are both lead, both sides of the service line must be replaced at the same time. The City will evaluate funds available for this program annually.

Applications will be reviewed in the order that they are received; however, preference will be given to high-risk facilities (i.e., parks, playgrounds, clinics, child care facilities, etc.) and other specific geographic areas of concentration in a specific year. Applications submitted after funding runs out for a particular fiscal year will automatically move to the next fiscal year for consideration of replacement. Applications may be submitted through email at leadservicelineprogram@crystallake.org or may be submitted by mail delivered to City Hall at the following address or delivered to City Hall in person. Applications received by mail or in person will be date and time stamped.

City of Crystal Lake
(Property Owner Initiated Lead Service Line
Replacement Reimbursement Program)
100 W. Woodstock Street
Crystal Lake, IL 60014

Lead is generally not present in source water, but can be present in tap water through corrosion of the water service pipe and plumbing materials that are made of or contain lead. Homes that were built before 1970 may have lead service lines or have internal plumbing that contains lead. The Safe Drinking Water Act (SDWA) Section 1417 (a)(1) required that after June 19, 1986 only "lead- free" pipe, solder, or flux shall be used for the installation or repair of any plumbing in residential or non-residential properties providing water for human consumption, which is connected to a public water supply. Financial assistance is being offered by the City of Crystal Lake in the form of a reimbursement per water service towards the cost of the replacement of the property owner's private lead water service.

Property Owner Initiated Lead Service Line Replacement Reimbursement Program

What is it?

The Property Owner Initiated Lead Service Line Replacement Reimbursement Program has been established to provide financial assistance to homeowners with a private side lead service line who desire to replace their lead water service line to reduce the exposure to lead and to mitigate the risk of consuming water that may contain lead. Eligible homeowners may qualify for reimbursement to install a new water service line of approved materials as stated in the Illinois State Plumbing Code and in accordance to the City of Crystal Lake requirements.

What is a Lead Service Line and how do I know if I have one?

A service line is the pipe that provides drinking water to a building from the water main in the City right-of-way. Service lines in the City consist of copper, lead, or galvanized steel. Lead service lines are generally a dull gray color. The pipe is soft enough that it can be identified by carefully scratching it with a key or other similar object. If the pipe is made of lead, the area scratched will turn bright silver in color. When a magnet is touched to the lead pipe, the magnet will not attach to the lead pipe.

What is the difference between the private side and public side of the water service line?

The private side of the service line is the portion of the water service line from the curb stop (a valve located underground with the B-Box on top of the valve) in the City right-of-way, into the building, and connecting to the water meter in the basement, crawlspace, or utility room. The Property Owner is responsible for the maintenance and repair of this section of the service line. The public side of the service line is the portion of the water service line including the curb stop, B-Box, and pipe from the curb stop to the City water main. The public side of the service line is owned and maintained by the City of Crystal Lake.

Why should I replace my lead service?

Lead is not present in source water, but can be present in tap water through corrosion of the water service pipe and plumbing materials that are made of lead. The Safe Drinking Water Act requires the EPA to determine the level of contaminants in drinking water at which no adverse health effects are likely to occur with an adequate margin of safety. These non-enforceable health goals, based solely on possible health risks, are called maximum contaminant level goals (MCLGs). EPA has set the maximum contaminant level goal for lead in drinking water at zero because lead is a toxic metal that can be harmful to human health even at low exposure levels. Lead is persistent, and it can bioaccumulate in the body over time. More information on this topic can be found on the United States Environmental Protection Agency website.

Who is eligible and what are the average costs?

Property owners of property within the City may qualify for the program if the following criteria are met:

1. Must have a service line directly connected to the City water system.
2. Must have a private side lead service line.
3. Must not have commenced replacement of private lead water service prior to reimbursement approval by the City.
4. Must not be delinquent in any fees or payments to the City.
5. Must not have any outstanding property code violations in the City.

The cost of lead service line replacement is site specific. Actual cost of replacement reflects a number of factors including the size and length of the service line, the technique used for installation, and pre-existing conditions (i.e. accessibility, finished basements, etc.). Typical service line replacement costs can range from $10,000 to $20,000 depending on length and location of the service line and water main.

Eligible costs are as follows:

- Costs of replacement of the water service line from the water main to the curb stop valve
- Costs of replacement of the curb stop valve and the B-Box
- Costs of replacement of the water service line from the curb stop valve to the valve before the water meter inside the building
- Costs of excavation or boring
- Costs to replace/repair the sidewalk or driveway (area of replacement to be discussed prior to removal)
- Costs to backfill excavation with approved material
- Costs to repair curb/gutter
- Costs to repair roadway pavement
- Costs to repair landscaping limited to sod/seed/erosion blanket in the disturbed areas

Non-Eligible Costs:

- Landscaping including shrubs, flowers, trees, etc.
- Costs related to relocation of the water meter to meet the existing plumbing code;
- Costs associated with interior restoration or remodeling (drywall, paneling, flooring, carpet, cabinetry, etc.)
- Decorative sidewalk/driveway (stamped concrete) or paver bricks;
- Costs associated with damage to neighboring properties due to the plumbing contractor or owner's work unless pre-approved by City staff
- Use of materials not meeting the requirements of the City's guide specifications or City Codes
- Ancillary homeowner improvements to include interior plumbing and fixtures not necessary in the replacement of the lead water service
- Costs above the lowest contract proposal amount

Step 1: Application

The Property Owner will fill out Section 1 of the application for the Property Owner Initiated Lead Service Line Replacement Reimbursement Program. Staff will provide information to the owner concerning items including the following:

- Eligibility
- Funding Availability in the fiscal year
- Timeline Requirements

Step 2: Contractor Bid Proposals

After Section 1 of the application has been approved, City staff will determine if funding is available in the current fiscal year. After funding has been approved, the City will determine the maximum cost share available for the property and evaluate the service line in the building to identify what portions (private side or public side) of the line consist of a lead pipe. The Contractor Bid Proposal template will be provided to the property owner identifying the pay items required. The property owner will have 30 calendar days to return three Contractor Bid Proposals using the template provided. The Property Owner can select any plumbing contractor registered with the Illinois Department of Public Health in accordance with the Illinois Plumbing License Law (225 ILCS320).

Step 3: Authorization to Begin Project

In Step 2, the Property Owner provided price quotations on the Contractor Bid Proposal. In this step, the property owner meets with City staff to discuss the project and requirements. Upon signature by the Property owner and City of Section 3 documents, the City will reimburse the property owner for work approved according to the Policy. The Property owner has 14 days to sign a contract with their contractor, and 30 days for the contractor to begin work.

Step 4: Request for Disbursement

During the installation of the new service line, several inspections take place. Refer to the City of Crystal Lake Water Service Replacement document. Once the project is complete, the Property Owner completes and submits Section 4 of the application and all documents listed in this section.

Step 5: Disbursement of Funds

The City will issue a check to the property owner approximately three (3) weeks after the City receives all required forms from Section 4. The check will be issued to the Property Owner at the Finance counter at City Hall. The Property Owner must provide a Final Waiver of Lien to the City from the plumbing contractor within 21 calendar days of receipt of the check to avoid penalties identified in the Letter of Agreement and Section 5 of the application.

Section 1: Application

Owner Name: _____ Property Address: _____

Phone Number: _____ Email Address: _____

Have you read and understood the policy for the Property Owner Initiated Lead Service Line Replacement Reimbursement Program? ☐ Yes ☐ No

Do you agree that the City will not provide reimbursement for any work started before approval in Section 4 of the application? ☐ Yes ☐ No

The above information is true and correct to the best of my knowledge: _____

Signature of Applicant *Date*



No additional information is required from the applicant until after approval of Section 1.

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Is the private side of the service line to the building lead? ☐ Yes ☐ No

Is the public side of the service line to the building lead? ☐ Yes ☐ No

Is the property directly connected to the City water supply? ☐ Yes ☐ No

_____

Staff Signature *Date*

Section 2: Contractor Bid Proposals

Owner Name: _____ Property Address: _____

For Office Use Only

The maximum cost share is: ☐ $11,000 (Private Only) ☐ $16,000 (Private & Public)

Sufficient funds are available in this fiscal year. ☐ Yes ☐ No

If sufficient funds are available for this fiscal year, City staff shall evaluate the property for pay items required to be bid by the property owner's selected contractors.

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The Contractor's Bid Proposal template is ready for the Property Owner. ☐ Yes ☐ No

If yes, the Property Owner has 30 calendar days to provide Contractor's Bid Proposal from three contractors meeting the requirements of the Program.

_____
Staff Signature *Date*

For Office Use Only

There are no current City Code Violations _____
Building Commissioner *Date*

There are no past due balances outstanding _____
Director of Finance *Date*

Does the Property Owner acknowledge receipt of the Contractor Bid Proposal template from City Staff? ☐ Yes ☐ No

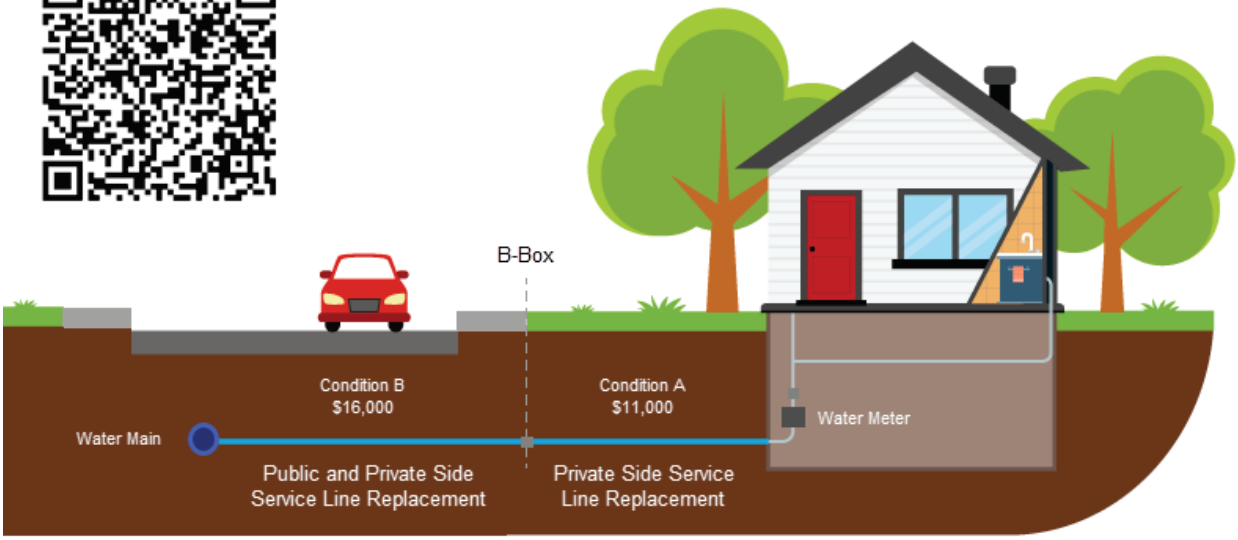
Property Owner understands they have until 4:00 p.m. on _____ (30 calendar days) to return three Contractor's Bid Proposals to City Staff for review.
Month Day Year
(Failure to comply with this requirement may result in the application moving back to Section 1. Extensions to the calendar day requirements may be approved at the sole discretion of City Staff.)

The above information is true and correct to the best of my knowledge: _____
Signature of Applicant



The Property Owner shall submit three Contractor's Bid proposals according to the requirements of the Policy.

Maximum Reimbursement Conditions



Reimbursement by the City will apply only to property owners with buildings that have a confirmed private side lead service line entering into a residence or business. Partial lead service line replacements are prohibited under State statute. All lead portions of a service line between the water main and the water meter must be replaced at the same time.

The City will provide a maximum reimbursement of the following up to actual incurred and eligible costs:

- Condition A: $11,000 per building for lead service line replacement from the water meter to the B-Box (private side service line replacement only); or,
- Condition B: $16,000 per building for lead service line replacement from the water meter to the water main where the water main (private and public side service line replacement).

CONTRACTOR BID PROPOSAL

Owner Name: _____ Property Address: _____

CITY REVIEW OF PAY ITEMS

THIS SECTION COMPLETED BY CITY STAFF: ITEMS BELOW MAY NEED TO BE INCLUDED IN THE CONTRACTOR BID

	Description	Yes	No	Maybe	Other
i.	Will sidewalk removal and replacement need to be performed?				
ii.	Will driveway removal and replacement need to be performed?				
iii.	Will curb & gutter removal and replacement need to be performed?				
iv.	Will CLSM and a temporary pavement patch need to be performed?				

The list above is intended to help the contractor determine what pay items should be considered in their construction bid. Final pay items and quantities are the responsibility of the contractor during the bid proposal site inspection. This section has been completed by City staff and provided to the propert owner.

LEAD WATER SERVICE LINE REPLACEMENT - PRIVATE/PUBLIC SIDE

(WATER METER TO CORPORATION VALVE)

	Description	Qty.	Units	Unit Price	Total
1.	Lead Water Service Line Replacement (Public)*	1	Each		
2.	Sidewalk Removal and Replacement**		Sq. Ft.		
3.	Driveway Removal and Replacement**		Sq. Ft.		
4.	Curb and Gutter**		Ft.		
5.	Controlled Low Strength Material and Temporary Pavement Patch**		LSUM		
6.					
7.					
				GRAND TOTAL:	

EXAMPLE ONLY

* The following items are included in the cost of the Lead Water Service Line Replacement (Private & Public)

a. Restoration with seed/blanket/fertilizer
b. New curb stop and B-Box
c. Water service line pipe, all appurtenances, and installation required from the water meter to the main
   i. 1" Type K Copper Pipe
d. Disconnection from the City main of the existing line by turning the corporation valve and capping

** These items are only paid for when identified by the contractor and included in this proposal

e. Curb & Gutter, sidewalk, and driveway per City standard
f. Controlled low strength material backfill (see Notice to Contractors in application)
g. Temporary pavement patch with 3" of cold patch

Qty: A "Quantity" must be filled out for all pay items. If the pay item is not used, indicate "0" or "N/A".

Contractor Name: _____ Contractor Email: _____

CITY WILL PROVIDE PROPERTY SPECIFIC DOCUMENT

Contractor Phone: _____

IDPH Cont. License: _____ IDPH Plumber License: _____

Cont. Signature: _____ Date: _____

NOTICE

ATTENTION: ALL CONTRACTORS

Backfill Material Specifications for Utility Street Openings

When excavation for utility work is required within two (2) feet of a roadway, CA-7 or CA-11 shall be used for pipe bedding and must also be placed and properly compacted to one foot above utility pipes.

The remainder of the trench shall use Controlled Low-Strength Material (CLSM), Mix I, as specified in Section 1019 of the IDOT Standard Specifications. CLSM shall be proportioned to yield one cubic yard with the following materials:

Portland Cement: ..... 50 lb.
Fly Ash – Class C or F: ..... 125 lb.
Fine Aggregate – Saturated Surface Dry: ..... 2,900 lb.
Water: ..... 50-65 gal.
Air Content: .....No air is entrained

Material tickets from the CLSM supplier must be submitted to the City inspector on the day of placement and must include the mix description, quantity, time, date, and location of delivery.

Questions regarding this can be directed to the City of Crystal Lake Public Works and Engineering Department at 815-356-3614.

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014
www.crystallake.org

Phone (815) 356-3605
Fax (815) 404-2107
building@crystallake.org

Water Service Replacement

Please provide the following information when applying for a permit:

- Apply online using **City of Crystal Lake ez APP**
  OR submit a Building Permit Application
  Applications are available at City Hall or online at the City's website, **www.crystallake.org**.
- Water main location and route from City main to b-box (If water service to b-box is lead)
- Plans which include the location of b-box and route to house
- Type of material to be installed
- Contractors List such as excavator, plumber, concrete contractor and asphalt contractor
- Plumbing Contractors Registration (copy)
- Plumbing license (copy)
- Letter of Intent (original copy)

Please schedule all inspections by 4:00 P.M. the day before the inspection.

The following inspections are needed for a water service line replacement:

- Underground (prior to backfilling trench)
  - Abandonment of existing water service line
  - Connection of new water service line
- Pre-pour sidewalk, driveway or approach (if applicable)
- Pavement replacement (if applicable)
- Connect & seal water meter
- Final inspection

Please provide the following when requesting an inspection:

- Inspection type
- Address
- Date and time frame (am or pm)
- Permit number
- Name and telephone number of homeowner or contractor requesting inspection

Permit Requirements:

- Comply with the current Illinois State Plumbing Code with City of Crystal Lake Amendments
- Contact J.U.L.I.E for the location of utilities before excavation
- Type K copper or ductile iron required for water service per City of Crystal Lake Amendment.
- Water service depth to be minimum of six feet (6')
- Maintain street clear for traffic
  - No material or gravel to be stored on street or public right of way

- Keep street clean at all times
- Protect the excavation from the public
- Replacement of public sidewalks shall be completed as follows:
  - Install grade 9 gravel and compact in 2 foot lifts
  - Rebar 2, 3/8 inches in diameter must be installed into existing sidewalks through new section being replaced
  - Public sidewalk is required to be replaced within 60 days
    - If sidewalk not replaced at time of water service replacement, public sidewalk shall be filled level with CA 6 stone or covered with an approved method to eliminate a tripping hazard

Attached Documents:

- Pavement Cut and Replacement RD-06
- Typical Water Service Lot Location UG-05

Note: If there any changes from the approved plans contact the Community Development Department to review before proceeding.

Please note that the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 356-3605 or building@crystallake.org.

Section 3: Authorization to Begin Project

Owner Name: _____ Property Address: _____

For Office Use Only

Contractor's Bid Proposals Returned to City Staff?	☐ Yes	☐ No
Do all quotes meet the requirements of the policy?	☐ Yes	☐ No
Is the applicant approved for reimbursement consideration according to the policy?	☐ Yes	☐ No

If no, provide an explanation: _____

The maximum amount of reimbursement is $ _____

_____
Staff Signature *Date*

City Staff and the Property owner shall have a preconstruction meeting at City Hall between the hours of 7:30 a.m. and 3:00 p.m. Monday thru Friday prior to final authorization to begin work. Upon completion of the preconstruction meeting, when the Property Owner signs the Program Letter of Agreement, the Property owner shall have 14 calendar days to execute a contract with their preferred contractor (and provide a copy to the City), and 60 calendar days to have the work completed (extensions may be granted by City Staff).

Did the applicant submit a W-9 IRS form? ☐ Yes ☐ No

Does the Property Owner acknowledge and agree to the maximum reimbursement? ☐ Yes ☐ No

Does the Property Owner agree to execute a contract with their preferred contractor within 14 calendar days and begin work within 30 calendar days of the date of signature below? ☐ Yes ☐ No
(Failure to comply with this requirement may result in the application moving back to Section 1. Extensions to the calendar day requirements may be approved at the sole discretion of City Staff.)

Has the Property Owner signed the Letter of Agreement? ☐ Yes ☐ No

Property Owner understands they have until 4:00 p.m. on _____ (14 calendar days) to return an executed contract from the selected contractor.
Month Day Year

Property Owner understands they have until 4:00 p.m. on _____ (30 calendar days) to begin the work by the selected contractor.
Month Day Year

_____
Signature of Applicant *Date*

GO

Applicant is authorized to begin construction to replace the lead service line described in this application.

PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

LETTER OF AGREEMENT

I/We understand and agree that the City of Crystal Lake established the Property Owner Initiated Lead Service Line Replacement Reimbursement Program (Program) to assist residents in mitigating the risks of consuming lead in drinking water. The Program provides for reimbursement of eligible costs defined in Section 3 of the Program application upon approval by City Staff. I/We state that we are the owners of the above-described property and desire to participate in the City of Crystal Lake Program for replacing lead service lines. I/We have read the City of Crystal Lake Policy for the Crystal Lake Property Owner Initiated Lead Service Line Replacement Reimbursement Program (the "Policy") and agree to all the terms and conditions. Pending acceptance of this application and approval of reimbursement by the City of Crystal Lake, I/we further agree as follows:

The property owner(s) shall hire and oversee the work of the Illinois Department of Public Health licensed plumbing contractor employing an Illinois Department of Public Health licensed plumber to complete these improvements. The City of Crystal Lake shall not be a party to the contract between the property owner and the hired contractor nor does the City, in any way, guarantee or warranty the work or its effectiveness.

The property owner(s) will provide access to the property to City employees or agents during regular work hours (7:00 to 3:00, Monday thru Friday), to inspect the building's plumbing before approval by the City and also to inspect the completed work prior to reimbursement by the City.

The property owner(s) agrees to replace all lead service line material and all galvanized lines that have lead materials attached to the service line material to the first valve before the water meter.

Prior to the installation of any plumbing work, the Property Owner shall follow the steps of the Program obtaining the required signatures in each Section. No work shall commence until the City has approved each section and a permit is issued. The City shall be notified to inspect the plumbing work as required under any permit.

Disbursement of funds for eligible items at approved amounts will be made after work is completed, inspected, and approved by the City and in accordance with the Policy. A completed Request for Disbursement form must be submitted. For work completed 100% as identified on the Contractor Bid Proposal, the City will disburse 100% of the maximum payout identified in Section 3 of the application form for the Program less $200.00. In order to receive payment, the Property Owner shall submit the Request for Disbursement, contractor's final invoice, final approved inspection report (obtained from contractor), and all concrete company delivery tickets (obtained from contractor). The withheld $200.00 shall be disbursed after the property owner provides the City with a final waiver of lien and paid receipt from the contractor who performed the work if the Property Owner submits these items by the due date to be identified in Section 5.

Partial payment for partial work completed may be considered by City staff.

Payment of funds to the Contractor shall be made immediately after disbursement by the City. The Home Owner agrees to provide a copy of the FINAL WAIVER OF LIEN from the Contractor within 21 calendar days of receipt of the check. The lien wavier shall include the City of Crystal Lake.

Liability – The City shall have no liability for any defective work or other damage, injury and/or loss on account of any act or omission of the Contractor in the performance of the work. The Property Owner shall make any claim for such matters directly against the Contractor or Contractor's insurance carrier. The property owner(s) agrees to release and waive any claim, suit, or liability and to indemnify and hold harmless the City of Crystal Lake, its elected officials, officers, employees,

engineers, and agents, from any liability, damage, loss, claims, demands, and actions of any nature whatsoever which arise out of the replacement of the service line Property Owner is responsible for all maintenance of system including but not limited to replacement parts, pumps, circuit breakers, valves, pipes, etc. The property owner(s) agrees that ownership and maintenance responsibilities of any plumbing improvements and plumbing facilities installed under this reimbursement program will be retained in accordance with Ordinance § 515-43 Water system.

Disclaimer – The Program is designed to eliminate lead from the water distribution system. The replacement of the lead water service lines will substantially reduce the risk of consuming lead in drinking water; however, interior plumbing fixtures may still contain lead or lead solder.

Breach – If the Homeowner fails to comply with all requirements of this Agreement or to complete installation as provided in this Agreement, the City shall have no obligation to disburse funds to the Homeowner.

I/We understand and agree with all of the above statements and agree to comply accordingly.

_____	_____	_____
Homeowner(s) – Printed Name(s)	*Signature(s)*	*Date*

_____, Crystal Lake, IL 60014

Property Address

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

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. See also *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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).

• 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), and 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.

Caution: If you don't 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; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. 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).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded 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 grantor trust.

• In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

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 their 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 their 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, but are not limited to, 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, as described in item 4 under "*By signing the filled-out form*" 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.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. 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 are no longer 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.

• **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 for 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 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

• **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. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner 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. 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, enter it on line 2.

Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	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 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

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 on 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 territory, 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 territory.

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 as defined under section 581.

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 Information, 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) entered 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 territory, 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, enter "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 ITIN. Enter it in the entry space for the Social security number. 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). 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 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/EIN*. 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 Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

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 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
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
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 Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (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 on line 1, and enter your business or DBA name, if any, on line 2. 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.)

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

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 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 877-777-4778 or TTY/TDD 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 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.

Go to *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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

Lead Informational Notice

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Dear Water Customer: Today's Date:_____

This notice contains important information about your water service and may affect your rights. We encourage you to have this notice translated in full into a language you understand and before you make any decisions that may be required under this notice.

Diese Mitteilung beinhaltet wichtige Informationen über Ihre Wasserversorgung und könnte Ihre Rechte beeinflussen. Wir bitten Sie, dass Sie diese Mitteilung vollständig in eine Sprache übersetzen lassen, die Sie verstehen, bevor Sie eventuelle Entscheidungen treffen, welche im Zusammenhang mit dieser Benachrichtigung erforderlich sind.

Ang abisong ito ay naglalaman ng mahalagang impormasyon tungkol sa iyong serbisyo sa tubig at maaaring makaapekto sa iyong mga karapatan. Hinihikayat namin kayo na isalin nang buo ang abisong ito sa wikang naiintindihan ninyo at bago kayo gumawa ng anumang mga desisyon na maaaring kailanganin sa abisong ito.

આ સૂચનામાં તમારી પાણીની સેવા વિશે મહત્વપૂર્ણ માહિતી શામેલ છે અને તમારા અધિકારોને અસર કરી શકે છે. અમે તમને પ્રોત્સાહિત કરીએ છીએ કે તમે આ સૂચના હેઠળ જરૂરી હોય તેવા કોઈપણ નિર્ણયો લો તે પહેલાં તમે આ સૂચનાને તમે સમજો છો તે ભાષામાં સંપૂર્ણ ભાષાંતર કરો.

Niniejsze zawiadomienie zawiera ważne informacje na temat Państwa przyłącza wodociągowego i może mieć wpływ na Państwa prawa. Przed podjęciem jakichkolwiek decyzji, które mogą być wymagane na mocy niniejszego zawiadomienia, zachęcamy Państwa do przetłumaczenia całości niniejszego zawiadomienia na język, który będzie dla Państwa zrozumiały.

يحتوي هذا الإشعار على معلومات مهمة حول خدمة المياه لديك، وقد يؤثر على حقوقك. قبل اتخاذ أي قرارات قد تكون مطلوبة بموجب هذا الإشعار فإننا نشجعك على ترجمته بالكامل إلى لغة تفهمها.

اس نوٹس میں آپ کی پانی کی سروسز سے متعلق اہم ترین معلومات موجود ہیں اور یہ آپ کے حقوق کو متاثر کر سکتا ہے۔ ہم آپ کو ترغیب دیں گے کہ آپ اس نوٹس کا مکمل طور پر اس زبان میں ترجمہ کروائیں جو آپ سمجھتے ہوں اور ممکن ہے کہ آپ کے کوئی فیصلہ لینے سے قبل اس نوٹس کے تحت یہ درکار بھی ہو۔

Este aviso contiene información importante sobre su servicio de agua y puede afectar sus derechos. Lo animamos a que traduzca este aviso a un idioma que comprenda antes de tomar cualquier decisión que pueda ser necesaria en virtud del mismo.

이 통지서에는 귀하의 권리에 영향을 미칠 수 있는 수도 서비스에 관한 중요한 정보가 제시되어 있습니다. 이 통지서에서 요구하는 결정을 내리기 전에 이 통지서를 귀하가 이해할 수 있는 언어로 번역하시기 바랍니다.

本通知包含有关您的供水服务的重要信息，可能会影响到您的权利。在您做出本通知所要求的任何决定之前，我们鼓励您将本通知完整地翻译成您可理解的语言。

Lead Informational Notice

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system will soon begin a water line maintenance and/or construction project that may affect the lead concentrations in your drinking water. Lead, a metal found in natural deposits, is harmful to human health, especially young children, and pregnant women. It can cause damage to the brain and kidneys and can interfere with the production of red blood cells that can carry oxygen to all parts of your body. The most common exposure to lead is swallowing or breathing in lead paint chips and dust. However, lead in drinking water can also be a source of lead exposure. In the past, lead was used in some water service lines and household plumbing materials. Lead in water usually occurs through corrosion of plumbing products containing lead; however, disruption (construction or maintenance) of lead service lines may also temporarily increase lead levels in the water supply. This disruption may be sometimes caused by water main maintenance/replacement.

The purpose of this notice is for informational purposes only. While it's not known for certain whether this construction project will adversely affect the lead (if present) plumbing in and outside your home, below describes some information about the project and some preventative measures you can take to help reduce the amount of lead in drinking water.

Project Start Date:_____ Project expected to be completed by:_____

Project location and description:_____

_____

_____

What you can do to reduce lead exposure in drinking water during this construction project:

- *Run your water to flush out lead.* If the plumbing in your home is accessible; you may be able to inspect your own plumbing to determine whether you have a lead service line or lead solder. Otherwise, you will most likely have to hire a plumber.
  - If you do not have a lead service line, running the water for 1 – 2 minutes at the kitchen tap should clear the lead from your household plumbing to the kitchen tap. Once you have done this, fill a container with water and store it in the refrigerator for drinking, cooking, and preparing baby formula throughout the day.
  - If you do have a lead service line, flushing times can vary based on the length of your lead service line and the plumbing configuration in your home. The length of lead service lines varies considerably. Flushing for at least 3 – 5 minutes is recommended.
- *Use cold water for drinking, cooking, and preparing baby formula.* Do not cook with or drink water from the hot water tap; lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula.
- *Look for alternative sources or treatment of water.* You may want to consider purchasing bottled water or a water filter that is certified to remove "total lead".
- *Clean and remove any debris from faucet aerators on a regular basis.*
- *Do not boil water to remove lead. Boiling water will not reduce lead.*
- *Purchase lead-free faucets and plumbing components.*
- *Remove the entire lead service line.*
- *Test your water for lead.* Call us at: _____to find out how to get your water tested for lead. While we do not do the testing, we can provide a list of laboratories certified to do the testing. Laboratories will send you the bottles for sample collection. Please note that we are not affiliated with any laboratory, and they will charge you a fee.
  - If test results indicate a lead level above 15 ug/L, bottled water should be used by pregnant women, breast-feeding women, young children, and formula-fed infants.

Section 4: Request for Disbursement

Owner Name: _____ Property Address: _____

The selected contractor shall obtain the proper building permit at City Hall before beginning work. When the contractor presents the signed copy of Section 3 of this document, the building permit fees shall be waived for this property.

Once the work has been completed, the property owner may submit this form along with the "Request for Disbursement" form to the City. Please make sure to submit the following documents:

- Final Inspection Approval (obtain from Contractor)
- Final Invoice (obtain from Contractor)
- Section 4 form "Complete Work" (signed by Property Owner)
- Request for Disbursement form (Filled out by Property Owner)

_____

Signature of Applicant *Date*



There are no additional requirements of the Property Owner until the funds are collected in the form of a check from City Hall during regular business hours.

For Office Use Only

Certificate of Completion

The Contractor has completed the lead service line replacement, required inspections, and has obtained approval of the work performed. The property owner may submit a Request for Disbursement in order to defray the cost of the lead service line replacement.

_____

Staff Signature *Date*

REQUEST FOR DISBURSEMENT

PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

Name:_____ Property Address:_____

Phone: _____ Date plumbing work was completed: _____

Plumbing permit number issued: _____

Plumbing contractor who performed work: _____

Total cost of eligible expenses: $_____

Owner Certification

I, _____am the Property Owner of the premises indicated above and I certify that all of the information contained on this Request for Disbursement form is true and accurate to the best of my knowledge.

_____ _____

Signature *Date*

Building Division Certification

As an authorized agent of the City of Crystal Lake, I certify that I have reviewed all the necessary paperwork associated with above mentioned Property Owner Initiated Lead Service Line Replacement Reimbursement Program, and found them in compliance with the provisions of the Program as well as all applicable City Codes, and Final Inspections have been satisfactorily passed.

_____ _____

Signature *Date*

Public Works Department Certification

As an authorized agent of the City of Crystal Lake who administers the Property Owner Initiated Lead Service Line Replacement Reimbursement Program, I certify that I have reviewed all the necessary paperwork associated with above mentioned Program, and found them in compliance with the provisions of the Program. Therefore, I recommend the disbursement amount be paid.

For Office Use Only

The maximum amount of disbursement is $_____

			Date Resident Rec'd	City Initials
Total Reimbursement: $_____	1st Check:	$_____	/ /	
10% withholding (Y/N): $_____	2nd Check:	$_____	/ /	
Final Waiver Withholding: $_____	Final Check:	$_____	/ /	
	Total:	**$_____**		

Section 5: Disbursement of Funds

Owner Name: _____ Property Address: _____

The Property owner understands and agrees to provide the City a copy of the Final Waiver of Lien and final invoice in compliance with the Letter of Agreement in order to receive the final $200 payment. The lien wavier shall include the City of Crystal Lake. ☐ Yes ☐ No

90% Payment Scenario: Contractor cannot fully complete work, but service line has been replaced.

Rec'd 90% Payment: _____ (Resident Signature) ___/___/___ (Date) _____ (Staff Initials)

The Property Owner has provided copies of the contractor's final invoice, final approved inspection report (obtained from contractor). Yes ☐

Rec'd 10% Payment: _____ (Less $200 Holdback) (Resident Signature) ___/___/___ (Date) _____ (Staff Initials)

* Rec'd $200 Payment: _____ (Resident Signature) ___/___/___ (Date) _____ (Staff Initials) Yes ☐

* ($200 Payment only after "Yes" is checked for reciept of Final Waiver of Lien)

Comments: _____

_____

100% Payment Scenario: Contractor has completed all work, and obtained final permit approval.

The Property Owner has provided copies of the contractor's final invoice, final approved inspection report (obtained from contractor). Yes ☐

Rec'd 100% Payment: _____ (Less $200 Holdback) (Resident Signature) ___/___/___ (Date) _____ (Staff Initials)

* Rec'd $200 Payment: _____ (Resident Signature) ___/___/___ (Date) _____ (Staff Initials) Yes ☐

* ($200 Payment only after "Yes" is checked for reciept of Final Waiver of Lien)

Comments: _____

_____