



Ohio Department of Natural Resources

Division of Wildlife

Shooting Range Grant Program

Application Packet



Deadline for Applications

Completed grant applications must be received by 5:00 P.M. on October 1, 2013. Late submissions will not be accepted. Submit your application to:

Ohio Division of Wildlife

Shooting Sports Coordinator

2045 Morse Rd. Bld. G-1

Columbus Oh,43229

FAX: 614-262-1171

Email: matt.neumeier@dnr.state.oh.us



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Introduction

The Ohio Department of Natural Resources(ODNR) Division of Wildlife created the Shooting Range Grant Program in 2013 to encourage the development and improvement of shooting ranges throughout Ohio. The Ohio Division of Wildlife's Shooting Range Grant Program provides matching grants to towns, counties, sportsmen and outdoor recreation organizations, shooting clubs, economic development agencies and others for projects to establish, improve or expand shooting ranges and shooting areas, including archery, across the state. The grant program supports the development and improvement of Ohio's public shooting ranges to provide Ohio residents with safe shooting areas. These grants are competitive scored basis, and intended to promote Ohio's hunter education program, safe hunting and shooting practices, and encourage hunters to become more proficient with firearms and archery equipment.

Funding for the Division of Wildlife Shooting Range Grant program comes from the Federal Aid to Wildlife Restoration Program which is commonly called the Pittman Robertson (P-R) Program, and from a federal excise tax on rifles, shotguns, handguns, and ammunition and archery equipment. Funds are apportioned to state fish and wildlife agencies based on the number of hunting license holders and each state's size in relation to the other states. Because of the need for local shooting opportunities in Ohio, the Division of Wildlife has made some of these funds available to local units of government and not-for-profit corporations for shooting range development. Granting or denying funds are at the discretion of the Division of Wildlife. All partnerships, leases and cooperative agreements entered into are granted according to law and to the rules and regulations of the Ohio Department of Natural Resources Division of Wildlife. Once accepted, all projects will have to meet the compliance requirements of the USFWS.

Shooting Range Grant Program Goals

The Ohio Division of Wildlife seeks proposals from qualified organizations (*see eligible applicant section*)to provide, as an independent contractor, support services such as:

- Places for hunters, shooters, and archers to practice and improve their skills that are open to the public
- Safe and environmentally sound target and shooting ranges
- Facilities for public hunter education courses and firearms instruction
- Public facilities to introduce shooting and hunting to first time users, encourage active shooters and re-activate lapsed shooters
- Consideration for possibilities of installation of features providing access and services that enable individuals with physical disabilities to enjoy a variety of shooting activities

Contact Information

For more information about this grant opportunity, contact the Division of Wildlife Shooting Sports Coordinator at 614-265-6334 or at matt.neumeier@dnr.state.oh.us.

Eligible Applicants

- Ohio based shooting sports organizations
- Ohio public and private schools
- Ohio public and private universities and colleges

- Ohio non-profit and not for profit organizations
- Non -state owned public ranges
- Ohio city park and recreational agencies
- County conservation organizations

Grants are for shooting ranges providing public access to recreational shooting. To satisfy the public access requirement for the range grant, the range must submit to the division of Wildlife the days and times the facility is open to the public so that it can be posted to the Division of wildlife website.

Applicants must be in compliance with rules and regulations from any prior grants.

Applicants must have liability insurance unless not required by the law.

The range property and any impacted lands must be owned by the applicant or be in a long term lease of 25 years or more with the option to renew.

AMERICANS WITH DISABILITIES ACT (A.D.A.)

It should be noted that all projects must be designed and constructed so as to be accessible to people with disabilities and should meet current A.D.A. requirements where practical and economically feasible. More information is available at: www.ada.gov

How to Apply

You must use the forms supplied in this packet and you must include all required documentation at the time you submit your application. Incomplete or late applications will not be considered for grants.

One original and two copies of the application and supporting documentation must be supplied on standard letter size (8.5 x 11) paper.

Deadline. Grant applications must be received or postmarked on or before October 1st, 2013. Submit your application to:

Shooting Sports Coordinator

Ohio Division of wildlife

2045 Morse rd., Bldg. G-1

Columbus, Oh 43229

By submitting an application the applicant certifies that:

- Proposed projects are in compliance with all applicable federal, state, county and municipal laws, regulations and ordinances.
- The project will be completed if the grant is awarded
- The project meets eligibility criteria and applicants are eligible to submit an application
- The project is on a shooting range open to the public

- The applicant will secure a match of 25% of total grant amount.

Distribution of funds

Distribution will be determined by a grant scoring team that will review all project applications. It is at the discretion of the grant scoring team as to how the funds will be distributed. This will be determined on a case by case basis and will depend on the nature of the individual project. The scoring team will take into consideration the Division's risk per project and gained benefit from each project when making its decision. All payment methods will be worked out with the grantee before the grant is finalized.

Grant payment may take place in one of three ways.

1. The successful applicant will be reimbursed upon completion and inspection of the approved project. The applicant must pay for all costs up front, and then submit a prepared billing along with itemized invoices, cancelled checks, time sheets for volunteers/labor and such supporting documentation. Starting any work before grant approval and prior to receiving the letter of authority to proceed invalidates the grant.
2. The successful applicant will be given an allowance for startup costs. Once the reporting requirements have been met, the grantee will be put on a monthly reimbursement payment schedule. The startup cost and reimbursement amounts, along with a payment schedule will be determined by the Division and the grantee before the project begins.
3. The successful applicant will be awarded the whole grant amount prior to work beginning. This payment method will be reserved for single-phase or low cost improvements. This payment method will be approved by the Division before the start of any projects.

Grant requirements and limitations

- The Division of wildlife will determine the level of grant funding every year. This amount can vary from year to year and the total amount available will be posted before the grant cycle opens.
- There is a \$1000.00 minimum and a \$20,000 maximum amount that can be awarded for each grant.
- Acceptance of the grant requires that the range be made available for Division of Wildlife hunter education and hunter recruitment efforts and Division of Wildlife archery programs.
- The project must have a life expectancy of ten years or more.
- The applicant must match at least **25%** of the total project cost but the grant award amount may not exceed \$20,000 and the match must be pre-approved. Match can be cash and/or donated materials/labor. Other federal funding is not eligible to be used as match. For example, a project with a total cost of \$25,000 and a request for \$20,000 in grant money, the applicant must provide at least 25%, or \$5,000, of pre-approved match.
- If your project is chosen, additional information may be required for compliance with federal environmental laws and regulations, such as National Environmental Policy Act (NEPA),

Section 7 of the Endangered Species Act, Section 106 of the National Historic Preservation Act and will also require acquiring any permits needed or zoning approval, such as building permits etc.

- Successful applicants will be required to submit progress reports during the project (reports will be specified when project is approved). The grantee will also provide annual final reports for five years after the project is completed. The final report forms will be provided by the Ohio Division of Wildlife and the successful applicants will have to return them and will include updates on compliance with the contract.
- A permanent sign crediting the Ohio Division of Wildlife and Wildlife Restoration Act shall be installed for public view on or near the project for at least five years after completion. Sign will be provided by the Ohio Division of Wildlife.
- For successful applicants, the availability of public access days and times of shooting opportunities, along with the facility location and contact information will be posted on the Ohio Division of Wildlife website to ensure the public is aware of the additional opportunities created by the grant funds.
- At least one weekend day per month of public access is required, during the normal period of operation for five years. One day shall be defined as the complete operating hours of the facility for a typical day.

Public access is defined as any non-member that can use the facility where the project is being completed by the applicant without being invited by a member. A reasonable usage fee, such as a non-member fee, but less than the annual club fee, may be charged (must be comparable to fees in the facilities area). Public access is not required on the proposed project area. However the applicant will be awarded a higher score for public access. For example, if the proposed project is to extend a rifle range, the public does not have to have access to the rifle range but does have to have access to another shooting portion of the facility such as trap and skeet. But, if you do allow public access to the proposed area of improvement you will get scored higher.

What kinds of projects are eligible?

Projects should be designed according to current guidelines contained in *the National Rifle Association's Range Source Book, A Guide to Planning and Construction, The Archery Trade Associations Archery Park Guide*, or other nationally recognized shooting range design reference guide. All designs require pre-approval before funds are dispersed.

Eligible and Ineligible projects

Eligible Projects include (but are not limited to)

- Improvements and additions to firearm and archery ranges
- Earthwork, berms and backstops
- Concrete for shooting fields
- Archery target frames
- Automated gates to improve access

- Firing line enclosure
- Shooting benches
- Coverings for firing points
- Shade canopies or shelters
- Classroom
- Restroom
- Parking lots
- Road improvements or trail improvements
- Electrical and lighting
- Signage
- Archery towers or platforms
- Building acquisition or renovation for indoor ranges ADA compliance upgrades
- Sound abatement
- Access improvements
- Trap machines
- Gun racks
- Bow racks
- Permanent archery target holders
- Bullet containment systems

Ineligible Projects

- Payroll
- Off property road improvements
- Engineering, planning costs, consulting
- Archery equipment(Bows, arrows, accessories)
- Firearms
- Firearm targets and frames
- Archery targets
- Security alarm systems
- Land acquisition
- Operation/maintenance equipment
- Office equipment
- Ammunition
- Shooting accessories
- Uniforms or personal protection equipment
- Insurance
- Operations cost (insurance, taxes, etc.)
- Volunteer or employee staff training
- Lead recovery

- Projects not related to firearms or archery equipment

Guidance for completing grant projects

1. Once the grant is awarded, each project shall be completed by June 30th of the year following the grant award.
2. Upon completion of the grant the applicant must provide an account of all expenditures including proof of payments on invoices and contracts and photographs of the completed project.
3. Work may not begin until notification from the Division of Wildlife that the project has been selected and approved.
4. The grant recipient is required to submit a final report for five (5) years following the close of the grant on forms provided by the Division of Wildlife. These reports shall be used to show support and need for future funding.
5. Before the Division of Wildlife allocates a shooting range grant, formal approval may be required from other state, federal or local governing bodies regarding zoning, health, sanitation, safety, environmental impact, and land use. Funds will not be dispersed until the participant has obtained all required approvals and or exemptions.
6. Acceptance of any grant dollars requires the range to be open to the general public for a period of at least 10 years after project completion. Failure to allow public access for 10 years shall require repayment of all of the grant dollars.

How Grant applications are scored

Grant applications are scored by a grant selection committee of three people. Each individual on the scoring committee shall submit a separate scoring sheet. Points are awarded according to how well the proposed project meets the predetermined scoring criteria. An example scoring sheet is attached to show all of the scoring criteria for grant applicant.

It is possible for more than one application to be considered worthy of funding and therefore grants will be awarded on a competitive basis.

Applicants who do not receive funding in one grant cycle may be invited to re-apply another year.

If a tie occurs, whoever scores highest in program feasibility will be awarded approval.



Your written proposal must include the following to be considered for this grant:

Project Description: A detailed description of the project. If applicable, include the existing condition of the range and how the project will improve it. If an existing range, state how many people use the range and how frequently it is used. Identify the type of shooting venues available at the range.

Photos/diagrams/maps are encouraged

Public need A discussion of why the project is needed and which public groups it will benefit.

Public Benefit: This section is very important because projects that provide significant public benefit are more likely to receive funding. Here are some questions to help in your discussion:

- a. How does your range provide access for public shooting? What hours and what facilities are open to non-members? What are the fees for members and for non-members? What supervision is provided for public shooting? How many public shooters use your range or anticipate using your range each year?
- b. What programs do you provide for junior shooters or to encourage new shooters among the general public? How do you make new shooters feel welcome? How do you let the public know about your range and its activities?
- c. What educational activities does your organization conduct or sponsor?
- d. What programs do you have for firearms safety, hunter education, hunter sight-ins, or archery training?
- e. Do you offer competitive events and encourage spectator participation with these events?
- f. How will your proposed project improve safety, enhance operations, improve sanitation or help the range be a better member of the community?
- g. What is the current perceived or known economic benefit to the local community of this range, and how will your proposal improve that benefit?

Educational Component: Identify whether the range will be available or is currently being used for activities such as Hunter Education courses, 4-H shooting sports, NRA programs/competitions, Scholastic Clay Target Program, National Archery in Schools Program, or other sanctioned shooting sports activity and/or Law Enforcement Training. Identify whether the range has or will have classrooms available for instruction, the number of classes being offered, and the number of certified instructors/coaches and their credentials.

Project plans and zoning approval. Attach a formal plan or illustration of the proposed project. Include aerial and ground photos of existing range.

a. If this is a new project or a substantial change to an existing range, include copies of all necessary permits and/or local governmental approvals (e.g., city/county zoning board and/or board of supervisors' approval, local building permits, etc.). Contact the local government authority (typically city administrator, planning and zoning and/or board of supervisors) to determine what is required for your range parcel. Approvals and /or exemptions should be in the form of official meeting minutes or letters from respective offices on agency/board letterhead.

Range master plan: The range master plan should show on either an aerial photo, a map, or a drawing all existing and proposed range features and improvements such as roads, trails, firing lines, clubhouses, classrooms, parking areas, fences, wells, storage buildings, etc. You should highlight the features that will be affected by your proposed project.

Range design references: Projects should be designed according to current guidelines contained in the *National Rifle Association Range Source Book, A Guide to Planning and Construction, The Archery Trade Associations Archery park Guide*, or other recognized national shooting organizations associations range construction reference guide.

Range business plan: Include a business plan with a description of your organization's business, products and services offered, the local/regional market, location of the business, area competition, management and personnel, marketing plan, and financial plan.

Budget worksheet: Your application must include a completed budget worksheet. The worksheet is contained in this application packet on page 17. Match dollar definitions are described on pages 18 and 19. Please attach additional pages, if necessary, to describe budget in detail.

Supporting documentation must include

Insurance certificate: Attach a current copy of your liability insurance certificate or insurance exemption.

Board resolution: in support of the application (included)

Articles of Incorporation (if applicable)

W9: Included

OAKS vendor form: (Included)

Proof of ownership or control and tenure statement: Projects funded with Shooting Sports Development Grant funds must be located on land that the applicant owns or manages. This includes range facilities and any land impacted by range use (i.e. shot-fall areas). Your application must include one of the following documents:

- a. If your group owns the range, attach a copy of the legal document showing title in the name of the applicant and a legal description of the property.
- b. If your group manages the range, attach a copy of the lease, special use permit, intergovernmental agreement, or other appropriate official instrument, showing terms of the lease and the legal description of the property.
- c. If property or facilities are not owned or leased, but ownership/control is pending, include signed purchase/lease agreement.

Environmental stewardship plan: Submit a copy of the ranges' existing or proposed Environmental Stewardship Plan documenting how and when the range will manage/recycle lead and monitor the environment for any potential negative impacts from lead ammunition. The plan should also address, in detail, impacted areas and how remediation will take place upon final closure of the facility.

Location map (Legal description): Use a county highway map to show the general location of the range. Additionally, submit a section map showing the nearest community, any developed or proposed access, and roads. Include any existing developments such as housing developments, roads, trails or campgrounds that could affect the viability of the proposed range or range project.

Aerial & ground photos: . Aerial and Ground Photos. Include aerial photos using web-based or GIS applications and ground photos to illustrate existing condition of the facility and any areas being developed through the grant program.

Range safety plan: Include a copy of your facility's range safety plan. Range safety plans could include but are not limited to, range orientations/safety briefings required of users, signage at facility, certifications of range staff and staffing levels, user check-in requirements, facility features to ensure safety, routine facility inspections, etc.



Grant application check list

A completed application check list must accompany your grant application. Copy or remove this page, then initial each item you have attached to your application. Incomplete applications are ineligible for funding.

Application cover page

Application check list

Project proposal must contain

Project description

Public need

Public benefit

Educational instruction

Project plans and zoning approval

Range master plan

Range design references

Range business plan

Budget worksheet

Supporting documentation must include

Insurance certificate

Board resolution in support of the application (Included)

Articles of Incorporation (if applicable)

W9

OAKS vendor form (Included)

Proof of ownership or control and tenure statement

Environmental stewardship plan

Location map (Legal description)

Aerial & ground photos

Range safety plan

Submit one original and three copies of the application and supporting documents by October 1, 2013.



Project Compliance Requirements

A number of federal requirements have to be addressed for all shooting range projects. These “compliance issues” are addressed as part of the federal aid application portion of the process, not during the initial application and panel review process. The following lists some compliance assurances that are typically required as part of the federal review process and these requirements may need addressed after the grants are awarded.

Potential compliance requirements-

Historical and Cultural Preservation- A written statement from the State Historical Preservation office clearing your project. More information can be found at www.ohiohistory.org.

Endangered Species - Each project must assess whether there will be an impact on any federally-listed threatened or endangered species or how any impact will be mitigated – Division of Wildlife personnel normally take the lead on assessing the presence of any listed species. Project sponsor may take the lead on determining course of action should endangered species issues arise.

Environmental Assessments-Projects that involve water depletions, wetlands or other environmental impacts may require an acceptable Environmental Assessment – Project sponsor will develop any required environmental assessments. More information can be found at www.epa.state.oh.us



Application cover page *EXHIBIT 1*

Ohio Department of Natural Resources Division of Wildlife Shooting Range Grant <i>Please type or print</i>		<i>Department use only</i> Application # Date received Grant year		
Organization Name				
Project title				
Total project cost	\$	<i>Maximum grant award is 20,000 with at least 25% local match.</i>		
Total Grant Amount Requesting	\$			
Project type	<input type="checkbox"/> New range development <input type="checkbox"/> existing range upgrades/improvements			
Brief description of the project				
Project start date		Project end date		
Contact person for this application				
Mailing address				
Telephone		Fax number		
Email address				
Shooting Range information				
Name of range				
Name of range manager		Phone number		
Email address of manager or contact				
Mailing address of range and/or GPS (UTM) Coordinates				
Legal description				
	<i>Quarter</i>	<i>Section</i>	<i>Township</i>	<i>Range</i>
I certify that the information contained in this grant application is accurate. If awarded a grant, our organization will abide by the requirements of the Ohio Department of Natural Resources, Division of Wildlife. I acknowledge that the failure to meet the requirements of the grant program will result in the forfeiture of grant funds.				
Signature of person who prepared the application				Date
Printed name of the individual above				



SAMPLE SCORING SHEET *(do not fill out or return with application)*

PROJECT NAME	REVIEWER		
APPLICANT LOCATION	TITLE		
SCORING ELEMENT	RANGE	MAXIMUM AVAIIABLE	SCORE
DOES THE PROJECT QUALIFY UNDER THE PURPOSE OF THE GRANT?	NO		CAN'T BE GRANTED
	YES		
ENTITY IS IN FULL COMPLIANCE WITH ANY AND ALL PAST CONTRACTS WITH THE DIVISION OF WILDLIFE	NO		CAN'T BE GRANTED
	YES		
ENOUGH AMOUNT OF MATCH PROVIDED?	NO		CAN'T BE GRANTED
	YES		
ENTITY OWNS PROPERTY OR HAS LEASE OF AT LEAST 10 YEARS?	NO		CAN'T BE GRANTED
	YES		
ENTITY HAS PROPER ZONING APPROVAL AND/OR EXEMPTION?	NO		CAN'T BE GRANTED
	YES		
ENTITY SHOWS PROOF OF LIABILITY INSURANCE?	NO		CAN'T BE GRANTED
	YES		
ENTITY IS NON- PROFIT OR GOVERNMENT AGENCY?	NO		CAN'T BE GRANTED
	YES		
DO THE PROPOSED IMPROVEMENTS HAVE A LIFE EXPECTANCY OF 10 YEARS OR MORE?	NO		CAN'T BE GRANTED
	YES		
PUBLIC NEED. PUBLIC NEED WILL BE EVALUATED BY DIVISION STAFF USING A COMPREHENSIVE STATE SHOOTING RANGE INVENTORY AND PHYSICAL LOCATION OF THE APPLICANTS SHOOTING RANGE FACILITY.	LOW	1	
	SIGNIFICANT	5	
	URGENT	10	
HOURS AVAILABLE TO THE PUBLIC OF WHICH AT LEAST 10 HOURS MUST OCCUR DURING NORMAL OPPORATING HOURS ON A WEEKEND DAY EACH MONTH.	20HRS/MONTH	5	
	30HRS/MONTH	6	
	35HRS/MONTH	7	
	40 +HRS/MONTH	10	

AVAILABILITY OF FACILITY FOR DIVISION OF WILDLIFE SPONSORED SHOOTING SPORTS EDUCATION OPPORTUNITIES INCLUDING BUT NOT LIMITED TO HUNTER ED. CLASSES, SCTP,NASP 4-H SHOOTING SPORTS?	1 CLASS/YEAR	1	
	2 CLASS/YEAR	2	
	3 CLASS/YEAR	5	
	4 CLASS/YEAR	7	
	5+ CLASS/YEAR	10	
RANGE MANAGEMENT PLAN?	YES	5	
	NO	0	
IMPROVEMENT TO EXISTING FACILITIES	FOCUS ON UTILITIES (POWER,WATER)	2	
	SUPPORT FACILITIES (RESTROOM, PARKING, ACCESS FOR PERSONS WITH DISABILITIES)	4	
	MAINTENANCE OF EXISTING RANGE	6	
	SHOOTING FACILITIES ENHANCED	10	
IMPROVEMENT ON EXISTING RANGE/ENVIRONMENTS	LOW IN ENVIRONMENTAL SAFETY OR FIREARMS SAFET (E.G.SOUND REDUCTION, LEAD ABATEMENT, BERM OR BAFFLE ENHANCEMENTS0	1	
	MODERATE IMPROVMENT	5	
	LARGE IMPROVEMENT	10	
ARE YOU FOLLOWING GUIDELINES FROM A PUBLISHED SOURCE SUCH AS THE NRA RANGE SOURCE BOOK, ATA ARCHERY PARK GUIDE OR OTHER NATIONALLY RECOGNIZES ORGANIZATIONS RANGE PLANS AND DESIGN?	NO	0	
	YES	5	
TOTAL POSSIBLE POINTS		50	
YOUR TOTAL SCORE			
ADDITIONAL COMMENTS:			



BUDGET WORKSHEET

Use this worksheet to develop a cost estimate. Additional categories may be used if needed.

Applicant (Organization or Municipality)		Department Use Only Application #	
Project Title			
	Estimated Costs	Applicant Dollars (Cash Dollars Dedicated to the Project)	Value of Donated Services and Supplies
	This column should contain estimates of all project costs	<i>Applicant dollars, donated services and/or supplies must be at least 25% of the project cost.</i>	
Planning/Development	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Construction (Contractor etc)	\$ _____	\$ _____	\$ _____
Labor	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
Total Project Cost	\$ _____	Combine above amounts and put total in box below.	Combine above amounts and put total in box below.
Total Organizational Dollars and Donations (Must equal or exceed 25% of the total project cost.)	\$ _____ =	\$ _____ +	\$ _____
Grant Request (Grant award is 75% of total project cost)	\$ _____		
Please tell us if any other organizations are providing funding for this project:			

HOW IS THE VALUE OF IN-KIND MATCHING FUNDS

DETERMINED?

The valuation of an in-kind contribution is dependent on whether the contribution is from the state, contractor or a third party. Examples of in-kind match include volunteer labor, reduced cost or donated specialized labor or equipment provided by a project partner, or labor from a county public works crew paid for by the county.

1. State contributions are valued at cost to the state regardless of current market value.
2. Generally, contractor or third party in-kind contributions are valued at the rate the state would have to pay for similar services or property if purchased on the open market.
3. Materials such as rocks, gravel, or lumber contributed by a contractor or third party will be assigned the market value at the time of the contribution.
4. If the contractor or a third party contributes land, equipment or building space, or the use thereof, the contribution will be valued at the fair rental rate over the term of the project or the fair market value, of the land, equipment, or building space, whichever is less. Only equipment, buildings or lands, or portions thereof, necessary and integral to the completion of the project will be considered for evaluation as an in-kind contribution.
5. Fair market or rental values shall be determined by the standard appraisal techniques or any other method approved by the state.
6. Donated labor should be figured using the prevailing wage amounts for your county for the type of labor being donated. If not specified in the budget outline of the application, the value of donated labor will be computed at prevailing wage for standard labor in your county. The use of higher hourly figures must be justified by the type of work and qualifications of the worker. Contact the Shooting Sports Coordinator for further information on the determination of allowable wage rates for donated labor or services.

WHAT QUALIFIES AS MATCHING FUNDS?

Matching funds are an important part of any proposal. For an applicant, the determination of acceptable matching funds can be confusing. If questions arise during application preparations, it may be advantageous for the applicant to contact the State Shooting Sports Coordinator, Matt Neumeier, directly at 614-265-6334 to determine if the proposed funds or donations are eligible for use as match. Guidelines covering the determination and use of eligible matching funds are as follows:

1. Federal funds may not exceed 75 percent of the total project cost. "Federal funds" includes: Step outside grants, conservation club grants, any other wildlife restoration funds from the DOW, and other

federal funds such as those from the U.S. Forest Service, Bureau of Land Management, Corps of Army Engineers, or U.S. Fish and Wildlife Service.

2. In-kind and cash donations must come from non-federal sources.
3. In-kind contributions may be in the form of non-federal volunteer labor, donated or reduced cost materials, use of equipment or costs incurred by the contractor or subcontractors to complete the project. To be eligible as an allowable cost, all in-kind contributions must be expressly determined by the state to be a necessary and cash integral part of the project. In-kind matching funds may be used in addition to, or in place of, cash donations.
4. Third party in-kind contributions may count toward satisfying the matching requirement only if the project sponsors receiving the in-kind contributions would otherwise have to pay for them to complete the project. Adequate documentation of volunteer and in-kind services, e.g. signed time sheets, will be important to provide when requesting reimbursement.
5. In-kind match may not include costs that are borne by other federal grant agreements. This includes costs and third party in-kind contributions that have been used to satisfy matching or cost-sharing requirements of another federal grant/aid agreement or any other award of federal funds. U.S. Forest Service challenge grant or federal county aid dollars cannot be used to match shooting range grants.
6. Unless expressly permitted in the project assistance agreement, income derived from the project or program by the participants or subcontractors may not be counted as part of the match requirement.
7. In-kind matching money must be specific to the approved work units of the project documented in the work plan of the application, and will be specified as a line item in the budget exhibit of the contract.
8. Indirect costs (such as overhead charges or contingency estimates) may not be included as part of in-kind contributions. This also applies to non-expendable tools and equipment that have a use beyond the project.
9. Engineering, project design, land and water surveys, blueprint preparation and environmental assessment preparation specific to project construction can be used as in-kind matching funds.
10. No funds expended prior to the receipt of a letter to proceed will be eligible as match, except for pre-approved preliminary costs associated with the design and planning of project. This does not apply to property or structures already owned by the applicant which will be dedicated to the objectives of the project. Acceptance of justifiable items and their value will be subject to approval by Division of Wildlife's Shooting Sports Coordinator.



BOARD RESOLUTION

Board resolution in support of the Ohio Division of Wildlife Shooting range Grant Program application

Each application must include this resolution, signed by the president or similar governing group or officer, indicating that the application has the approval of the organization's governing board. This resolution form must be attested to by the organization's secretary or officer

Resolution of governing body: _____ agrees to the following:
(applicant name)

- Authorizes the Project Coordinator listed on the Cover Page to act on behalf of this organization by conducting negotiations, and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of the project; and
- Approves the filing of an application for a shooting range mini grant; and Certifies that the project application is consistent and compatible with all adopted plans and programs for safe shooting range development; and
- Agrees to comply with all procedures, guidelines and requirements of the Division of Wildlife as a part of the application process; and
- Understands that the project scope and funding amount are subject to final approval by the Shooting Range Small Grants Program Scoring Committee.

By signing below, I certify that I am the duly appointed and qualified _____

(office title)

of the _____ and certify that the foregoing resolution is true,

(Applicant Name)

correct and was passed and adopted at a regular meeting of the board or similar governing group, held

on _____ at which the minimum required number of representatives to transact business were
(Date)

present.

Signature of Office Holder		Date
Printed Name and Title of Individual Above		
Signature of Secretary or Another Office Holder		Date
Printed Name and Title of Individual Above		



VENDOR INFORMATION FORM

All parts of the form must be completed by the vendor. **Incomplete forms will be returned.** The information must be legible. Ensure this is the latest version of the form at www.ohiosharedservices.ohio.gov.

SECTION 1 – PLEASE SPECIFY TYPE OF ACTION

- NEW **(W-9 OR W-8ECI FORM ATTACHED)** CHANGE OF CONTACT PERSON/INFORMATON
- ADDITIONAL ADDRESS – (**A COPY OF AN INVOICE OR A LETTER INCLUDING THE ADDRESS IS REQUIRED**)
- CHANGE OF ADDRESS – (**PLEASE PROVIDE OLD ADDRESS BELOW OR ATTACH LETTER**)
- ADDRESS TO BE REPLACED:
- CHANGE OF TIN **(W-9 & LETTER OF CLARIFICATION OF CHANGE, WHICH INCLUDES NEW & OLD TIN IS REQUIRED)**
- CHANGE OF NAME **(W-9 & LETTER OF CLARIFICATION OF CHANGE, MUST INCLUDES NEW & OLD NAME IS REQUIRED)**
- CHANGE OF PAY TERMS CHANGE OF PO DISPATCH METHOD OTHER_____

SECTION 2 – PLEASE PROVIDE VENDOR INFORMATION

LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)

FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (SSN):

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SECTION 3 – PLEASE PROVIDE COMPLETE ADDRESS

ADDRESS:		COUNTY:
CITY:	STATE:	ZIP CODE:

SECTION 4 – ADDITIONAL ADDRESS (IF MORE THAN 2 ADDRESSES, PLEASE INCLUDE A SEPARATE SHEET)

ADDRESS:		COUNTY:
CITY:	STATE:	ZIP CODE:

SECTION 5 – CONTACT INFORMATION & PERSON TO RECEIVE PURCHASE ORDER		
NAME:		
WEBSITE:		
PHONE:	FAX:	EMAIL:
PREFERRED METHOD OF BEING CONTACTED: (CHECK ONE) <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL		
SECTION 6 – INDIVIDUAL TO RECEIVE EMAIL NOTICE OF BID EVENTS - A USER ID & PASSWORD WILL BE SENT TO THE EMAIL ADDRESS BELOW		
NAME:		
EMAIL:		PHONE:
TO ADD AN ADDITIONAL OR REPLACE A STRATEGIC SOURCING CONTACT PERSON		
<input type="checkbox"/> ADDITIONAL CONTACT PERSON <input type="checkbox"/> REPLACE CONTACT PERSON (WILL BE MARKED INACTIVE)		
NAME:		
EMAIL:		PHONE:
SECTION 7 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)		
<input type="checkbox"/> 2/10 NET 30 <input type="checkbox"/> NET 30 <input type="checkbox"/> NET 45 <input type="checkbox"/> NET 60 <input type="checkbox"/> NET 90		
SECTION 8 – PURCHASE ORDER DISTRIBUTION – OTHER THAN USPS MAIL		
EMAIL <u>OR</u> FAX:		
SECTION 9 – PLEASE SIGN & DATE		
PRINT NAME:		
SIGNATURE: (DIGITAL SIGNATURES NOT ACCEPTED AT THIS TIME)		DATE:
SECTION 10 – STATE OF OHIO AGENCY CONTACT PERSON (AGENCY RECEIVING PAYMENTS FROM)		
AGENCY CONTACT NAME/EMAIL/PHONE:		

COMMENTS:

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.

<p>SUBMIT FORM TO:</p> <p>Mail: Ohio Shared Services Attn: Vendor Maintenance P.O. Box 182880 Cols., OH 43218-2880</p> <p>Email: vendor@ohio.gov</p> <p>Fax: 1 (614) 485-1052</p>	<p>QUESTIONS? PLEASE CONTACT:</p> <p>Phone: 1 (877) OHIO - SS1 (1-877-644-6771) 1 (614) 338-4781</p> <p>Website: www.ohiosharedservices.ohio.gov/</p> <p>Email: vendor@ohio.gov</p>
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Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

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

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

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

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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

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

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

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

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, 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 Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. 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 the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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

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

Part I. Taxpayer Identification Number (TIN)

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

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 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 Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

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

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

Caution: A disregarded domestic 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, below, and items 4 and 5 on page 4 indicate 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

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

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

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

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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

Secure Your Tax Records from Identity Theft

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

To reduce your risk:

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

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

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

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

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

Protect yourself from suspicious emails or phishing schemes.

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

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

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

Visit IRS.gov 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. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.