

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

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

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

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

General Instructions

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

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

Purpose of Form

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

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

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

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



8161 Mechanicsville Turnpike
 Suite I
 Mechanicsville, VA 23111
 (804) 572-8454 contactus@firstchesapeake.org
 www.firstchesapeake.org

VirginiaFIRST dba FIRST Chesapeake Pass Through Agreement

Team Name _____ **and #** _____

I, _____ on behalf of _____ agree to the following terms when assigning
 (Teach Coach/Representative) (Team Number)
 FIRST Chesapeake as a designated pass through 501(c)(3) organization for team funds.

1. Funds of \$1,000 or greater will be accepted by FIRST Chesapeake and passed through to the agreed upon team or entity (team account, school, etc.) within 30 days of receipt. Funds may be received from foundations, companies, or individuals.
2. Individuals that are designated as the recipient of pass through funds from FIRST Chesapeake must complete and sign an IRS W-9 form prior to the disbursement of any funds.
3. The coach/team representative agrees to the assessment of a 9% administrative fee. This amount will be deducted from the funds before it is passed through to the team. (Example, a \$1000 check to FIRST Chesapeake would translate to \$910 in funding for a team.)
4. Teams are responsible for the completion and submission of all grant applications. FIRST Chesapeake will provide necessary financials, 501(c)(3) documentation, and contact information, but will neither write nor submit any proposals or grants on behalf of a team.
5. If required, the team will be responsible for submitting all reports and receipts to the funder in a timely manner.
6. The team will be responsible for the fulfillment of any benefits and following the parameters of the grant agreement.
7. The team coach/representative will provide the following information to Phyllis Tyndall (ptyndall@firstchesapeake.org) and Cc Leighann Boland (lboland@firstchesapeake.org) at least 7 working days prior to the submission of any funding applications or proposals.
8. Note, successful and timely completion of this document will ensure your team's ability to use FIRST Chesapeake as a designated pass through organization for future funding.

Team Coach/Representative Signature	/ /
Team Coach/Representative Email	Date
If awarded, Payable to Name for Check	Cell
Street Address (line 2)	Street Address
	City, State and Zip

Leighann Scott Boland EXECUTIVE DIRECTOR

FOUNDATION BOARD

- | | | | | |
|--|---|--|---|---|
| James Kresge PRESIDENT
<i>West Creek Financial</i> | Paul Chi
<i>Booz Allen Hamilton</i> | Bettina Garcia Welsh
<i>ICF International</i> | Lakshmi Meyyappan
<i>Macedon Technologies</i> | Dean Roberts, PhD
<i>Rolls-Royce North America</i> |
| Allen Bancroft
<i>RE2 Robotics, Inc.</i> | Michael Duncan
<i>Donnachaith Associates</i> | Latitia McCane
<i>The Apprentice School</i> | Cristie Neller
<i>Dominion Energy</i> | Brian Snodgrass
<i>Northrop Grumman Corporation</i> |
| Chris Bjornson
<i>Accenture Federal Services</i> | Gulu Gambhir, DSc
<i>Northrop Grumman Corporation</i> | Scott McKay PAST PRESIDENT
<i>Genworth Financial</i> | Tom Poole
<i>Capital One</i> | Nick Serfass
<i>Richmond Technology Council</i> |