

**FLORIDA CAPTIONING SERVICES**

**REQUEST FOR PROPOSAL #PIOX-2200014-SG**

**CLOSED CAPTIONING SERVICES**

## **BID PACKAGE FOR FLORIDA CAPTIONING SERVICES**

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# BID COVER



Procurement Division  
200 E University Avenue, Rm 339  
Gainesville, FL 32601  
(352) 334-5021 (main)  
Issue Date: September 21, 2021

## REQUEST FOR PROPOSAL: # PIOX-220014-SG

### Closed Captioning Services

PRE-PROPOSAL MEETING: ☐ Non-Mandatory ☐ Mandatory ☒ N/A ☐ Includes Site Visit

DATE: TIME:

LOCATION:

QUESTION SUBMITTAL DUE DATE: October 12, 2021 @ 3:00pm EST

*All meetings and submittal deadlines are Eastern Time (ET).*

**DUE DATE FOR UPLOADING PROPOSAL:** October 26, 2021 @ 3:00pm EST

**SUMMARY OF SCOPE OF WORK:** The City is seeking a qualified firm that can provide high quality, Americans with Disabilities Act (ADA) approved and Federal Communications Commission (FCC) compliant, real-time closed captioning services during all live broadcasts of City meetings, select live special events and offline captioning services as needed. This will be a two (2) year contract with three (3) optional one year extensions.

For questions relating to this solicitation, contact: Scotty Goodloe Jr. [goodloess@cityofgainesville.org](mailto:goodloess@cityofgainesville.org)

Bidder is not in arrears to City upon any debt, fee, tax or contract: ☒ Bidder is NOT in arrears ☐ Bidder IS in arrears  
Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: ☒ Bidder is NOT in default ☐ Bidder IS in default

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

**ADDENDA ACKNOWLEDGMENT:** Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # 1

Legal Name of Bidder: Captioning Services, LLC  
DBA: Florida Captioning Services  
Authorized Representative Name/Title: Tamera Leeseberg  
E-mail Address: captioningservices@cox.net FEIN: 465500081  
Street Address: 8429 N. 70th E. Ave., Oklawaha, OK 74055  
Mailing Address (if different): \_\_\_\_\_  
Telephone: (407) 450-0517 Fax: ( ) \_\_\_\_\_

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

- ☒ Proposal is in full compliance with the Specifications.  
☐ Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Tamera Leeseberg

SIGNER'S PRINTED NAME: Tamera Leeseberg DATE: 10/22/21

*This page must be completed and uploaded to DemandStar.com with your Submittal.*



# City of Gainesville

Budget and Finance Department

Purchasing Division

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**Addendum Publish Date:** October 12, 2021

**CLOSED CAPTIONING SERVICES  
RFP #: PIOX-220011-SG  
ADDENDUM NO. 1**

**Bid Due Date:** October 26, 2021, 3:00pm (Local Time)

**NOTE:** This Addendum has been issued only to the holders of record of the specifications.  
The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Please find attached:
  - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
  - b. A copy of the previous agreement with Florida Captioning Services

**The following are answers/clarifications to questions received about this solicitation:**

2. Question: Is National Court Reporters Association certification a mandatory requirement?

Answer: yes

3. Question: Is 24-hour technical support a mandatory requirement?

Answer: The RFP mentions "captioning and technical support." This is primarily related to having the ability to caption on short notice during emergency situations, such as a hurricanes, when emergency communication/information needs to be broadcast. It is a rare event. Technical support is also rarely needed. However, the ability to provide captioning at any hour of the day with an hour or less notice is a mandatory requirement for such emergencies.

4. Question: Which vendor is currently doing the captioning?

Answer: Florida Captioning Services

5. Question: What prices are currently being paid?

Answer: \$82.95 per Hour

6. Question: What is the duration of the meetings/events?



Answer: It varies by meeting type. They can be as short as 15 minutes and as long as 11 hours. City Commission meetings tend to be the longest. For examples of meeting durations take a look at our video archives links just below the video player. Meeting lengths are listed below:

<http://cityofgainesville.org/CommunicationsOffice/Community12TV/LiveWebStreaming.aspx>

7. Question: How does the expected volume of 60 to 100 hours/month split between live and offline captioning?

Answer: Approximately 40% are offline and 60% are live.

8. Question: How many events per week/month require an hour or less notice?

Answer: This is a very rare event and is primarily related to having the ability to caption on short notice during emergency situations, such as a hurricanes, when emergency communication/information needs to be broadcast.

9. Question: Do the 720 annual hours specified in the RFP include both live and pre-recorded content?

Answer: Yes, it is the combined total.

10. Question: Are you using any video platforms to host live events (i.e. Zoom, YouTube)?

Answer: Due to the Covid pandemic, we have been using the Zoom platform for most meetings but only for meeting participants and not public viewing. The public views meetings through broadcast of the Zoom meeting on our cable TV channel, website stream and Facebook Live. The captions are embedded in the video and sent to the website stream and Facebook through the broadcast video signal.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, and a copy of this Addendum to be returned with proposal.

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Florida Captioning Services

SIGNATURE: Gemma A. Lenzberg

DATE: 10/22/21

**CITY OF GAINESVILLE  
FINANCIAL SERVICES  
PROCEDURES MANUAL**

**41-424      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.

**Florida Captioning Services**  
**Technical Proposal - Qualifications**

Founded in 1989

Small, woman-owned business

Team of Nationally Certified Realtime Captioners (CRC's). We provide FCC quality captions.

Captioners on every time zone to limit disruptions in service and to ensure 24/7 coverage if needed.

First captioners in Florida to caption the Florida Supreme Court and the Florida Legislature.

90% of workload is Government captioning for Cities, Counties, States and School Boards. We caption daily for entities in Florida, for the Mayor of the District of Columbia, for the District of Columbia City Council and others throughout the country. We are the official arena captioners for the Orlando Magic and the Miami Heat.

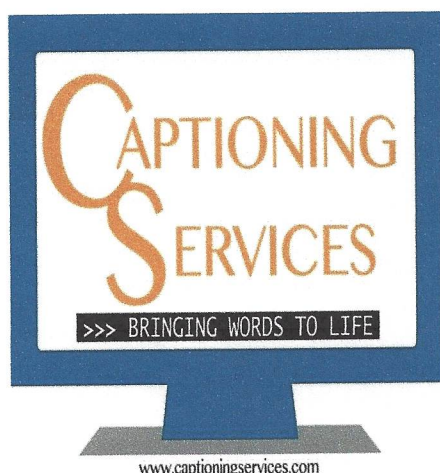
FCS provides technical support at no charge. 98% of our clients use the iCap encoder that the City of Gainesville uses. Always willing to help test captioning equipment, audio lines or whatever is needed by the client. We keep the clients apprised of any updates needed for captioning.

FCS will provide captioning according to the schedule received from the City, understanding this is subject to change with cancellations or additions being made.

Offline captioning - captioners trained in offline captioning in the use of specialized software to sync timecodes of captions to videos, to edit captions and to process into over 20 file types for the end user's software.

Customer Service - Staff is available 24/7 via email and phone. Excellent, personal customer service is provided to all of our clients. Reliable and willing to work on any project needed, including those with expedited deadlines.





## FLORIDA CAPTIONING SERVICES PRICE PROPOSAL

Florida Captioning Services will provide live and offline captioning services for the City of Gainesville for the initial two (2) year contract period described in the RFP based on an average of 720 hours of annual captioning at the rate of **\$88.00 per hour**.

**720 hrs x \$88 hr = \$63,360 per year**

**\$63,360 x 2 yrs = \$126,720 for the two-year contract**

Florida Captioning Services will provide live and offline captioning services for the City of Gainesville for the optional three (1) year extensions, if agreed upon by the City, at the rate of **\$88.00 per hour**.

**720 hrs x \$88 hr = \$63,630 per option year**

Florida Captioning Services has the ability to expand the captioning hours as needed by the City.

Signed by Tamera A. Leeseberg, CEO, Florida Captioning Services,

Tamera A. Leeseberg

## REFERENCE FORM

Name of Bidder: Florida Captioning Services

Provide information for three references of similar scope performed within the past five years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2016 to 12/2021): 2011 - present

Company Name: Alachua County, Florida  
 Address: 12 SE 1<sup>st</sup> St.  
 City, State Zip: Gainesville, FL 32601  
 Contact Name: Mary Neiberger  
 Phone Number: 352-374-5275 Fax Number: \_\_\_\_\_  
 Email Address (if available): mneiberger@alachuacounty.us

#2 Year(s) services provided (i.e. 1/2016 to 12/2021): 2006 - present

Company Name: City of Dunedin, Florida  
 Address: Po Box 1348  
 City, State Zip: Dunedin, FL 34697  
 Contact Name: Justin Catacchio  
 Phone Number: 727-298-3015 Fax Number: \_\_\_\_\_  
 Email Address (if available): JCatacchio@DunedinFL.Net

#3 Year(s) services provided (i.e. 1/2016 to 12/2021): 2019 - present

Company Name: School Board of Alachua County  
 Address: 1220 E. University Ave.  
 City, State Zip: Gainesville, FL 32601  
 Contact Name: David Stanley  
 Phone Number: 352-316-1707 Fax Number: \_\_\_\_\_  
 Email Address (if available): dstanley@gm.sbac.edu

#4 Year(s) services provided (i.e. 1/2016 to 12/2021): 2005 - present

Company Name: OCTFME - D.C.  
 Address: 1899 9<sup>th</sup> St. NE  
 City, State Zip: Washington, DC 20018  
 Contact Name: Maurice Reed  
 Phone Number: 202-671-0066 Fax Number: \_\_\_\_\_  
 Email Address (if available): maurice.reed@dc.gov

*This page must be completed and uploaded to DemandStar.com with your Submittal.*

#5 Year(s) services provided (i.e. 1/2016 to 12/2021): 2015 - present

Company Name: Hillsborough County, FL

Address: PO Box 1110

City, State Zip: Tampa, FL 33601-1110

Contact Name: Kevin Hoag

Phone Number: 813-276-2674 Fax Number: \_\_\_\_\_

Email Address (if available): hoagK@HCFLGov.net



**BIDDER VERIFICATION FORM****LOCAL PREFERENCE** (Check one)Local Preference requested: ☐ YES ☒ NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- Business Tax Receipt
- Zoning Compliance Permit

**QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS** (Check one)Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? ☐ YES ☒ NOIs your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business? ☐ YES ☒ NO**REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA**

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

☒ YES ☐ NO (refer to Part 1, 1.6, last paragraph)If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# G14000064871) - Attached

If the answer is "NO", please state reason why: \_\_\_\_\_

**DIVERSITY AND INCLUSION** (Applies to solicitations above \$50,000)Does your company have a policy on diversity and inclusion? ☐ YES ☒ NO

If yes, please attach a copy of the policy to your submittal.

*Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for information gathering purposes.*Florida Captioning Services

Bidder's Name

Tamera Kieseberg, CEO

Printed Name/Title of Authorized Representative

Tamera Kieseberg

Signature of Authorized Representative

Date

10/22/21***This page must be completed and uploaded to DemandStar.com with your Submittal.***



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# *State of Florida*

## *Department of State*

I certify from the records of this office that FLORIDA CAPTIONING SERVICES is a Fictitious Name registered with the Department of State on June 24, 2014.

The Registration Number of this Fictitious Name is G14000064871.

I further certify that said Fictitious Name Registration is active.

I further certify that said Fictitious Name Registration filed a renewal on January 10, 2019, and expires on December 31, 2024.

*Given under my hand and the Great Seal of  
Florida, at Tallahassee, the Capital, this the  
Eleventh day of January, 2019*



A stylized, handwritten signature in black ink, appearing to read "A. I. B.", positioned above a horizontal line.

*Secretary of State*



## National Court Reporters Association Continuing Education Transcript Report

Statement Date: 11/2/2018 4:05:29 PM  
 NCRA Identification Number: 38496  
 Certification Cycle Start Date: 10/1/2017  
 Certification(s) Expiration Date: 9/30/2020

Tamera A. Leeseberg, RPR, CRR, CRC

Certification Code	Certification Name	Cycle Start Date
RPR	Registered Professional Reporter	10/1/2017
CRR	Certified Realtime Reporter	10/1/2017
CRC	Certified Realtime Captioner	10/1/2017

Activity Date	Activity Description	CE Units	Category
10/1/2017	CARRYOVER-Previous Cycle Carry-over Credit	0.4	CEU
12/1/2017	CRCWKT-CRC Written Knowledge Test	0.25	PDC
12/4/2017	CRCW-CRC Workshop	1.05	CEU
1/15/2018	Essential Skills of Case Catalyst	0.2	CEU
1/23/2018	CRCS-Certified Realtime Captioner SK	0.25	PDC
6/5/2018	E-SEMINAR-Redesigning Your Website without Crushing Your Google Rankings	0.1	CEU
8/3/2018	NCRA 2018 Broadcast & CART Captioning Committee service	0.25	PDC

**Total Units earned for the Current Certification Cycle: 2.50**

**Total Units Still Needed to Retain Certifications: 0.50**

**Total CEUs earned: 1.75**

**Total PDCs\* earned: 0.75**

**\*Note: No more than 1.0 PDC may be applied toward the current cycle requirement.**



## National Court Reporters Association Continuing Education Transcript Report

Statement Date: 8/4/2015 1:03:38 PM  
 NCRA Identification Number: 53253  
 Certification Cycle Start Date: 10/1/2012  
 Certification(s) Expiration Date: 9/30/2015

Andrea E. Martin, RDR, CRR, CBC, CCP

Certification Code	Certification Name	Cycle Start Date
RPR	Registered Professional Reporter	10/1/2012
RMR	Registered Merit Reporter	10/1/2012
RDR	Registered Diplomate Reporter	10/1/2012
CRR	Certified Realtime Reporter	10/1/2012
CBC	Certified Broadcast Captioner	10/1/2012
CCP	Certified CART Provider	10/1/2012

Activity Date	Activity Description	CE Units	Category	Status	Score
10/1/2012	Carry over credit from cycle ending 9/30/2012	0.2	CEU		
10/24/2013	Realtime Pro Tips Webinar	0.2	CEU		
11/7/2013	E-SEMINAR-CART Captioners and Confidentiality - Before, During and After the Job	0.15	CEU	Passed	
11/7/2013	Eclipse CAT Training	0.8	CEU		
12/2/2013	Captioning: Scripting Webinar	0.25	CEU		
1/11/2014	ABDCAPT011114-Religious Captioning/Writing Part One	0.3	CEU		
9/6/2014	ABDCAPT090614-Religious Captioning/Writing Part Two	0.3	CEU		

**Total CE Units for the Current Certification Cycle: 2.20**

**Total CE Units Needed to Retain Certifications: 0.80**

**Total General CE Units for the Current Certification Cycle 2.20**

**Total PDC CE Units for the Current Certification Cycle 0.00**



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## National Court Reporters Association Continuing Education Transcript Report

Statement Date: 3/27/2014 12:52:16 PM  
NCRA Identification Number: 953622  
Certification Cycle Start Date: 10/01/2013  
Certification(s) Expiration Date: 09/30/2016

Jamie Lynn Chancellor, CBC

**Certification Code**  
CBC

**Certification Name**  
Certified Broadcast Captioner

**Cycle Start Date**  
10/1/2013

Activity Date	Activity Description	CE Units	Status	Score
5/5/2007	CBBCS-Cert. Broadcast Capt. - Skills	0.5	Passed	
5/5/2007	CBCW-Cert. Broadcast Captioner-WKT	0.5	Passed	
11/17/2008	ART50-Hives	0.2	Passed	
11/17/2008	ART025-Golf Matters	0.2	Passed	
11/17/2008	ART053-Dogmatic Devotion	0.2	Passed	
6/1/2009	ART066-The Hand	0.2	Passed	
12/9/2009	ART003-Affect/Effect	0.2	Passed	
1/12/2010	NON-Credit-AccuCAP: Total Eclipse Captioning	0.6	Passed	
3/31/2010	ART015-Darkness in Broad Daylight	0.2	Passed	
3/31/2010	ART201-Guillain-Barre Syndrome	0.2	Passed	
4/10/2012	ART028-Human Reproduction	0.25	Passed	
4/10/2012	ART047-Wine Not	0.25	Passed	
11/4/2012	ART069-Alcoholic Hepatitis (AHEP)	0.25	Passed	
11/4/2012	ART073-Litigation, Regulation, and Education ... Immunization	0.25	Passed	
11/9/2012	Write Short/Edit Short	0.55		
4/9/2013	Eclipse 6.0 Webinar Parts 1&2	0.4		
7/7/2013	CCR Seminars: Homonyms (v.2), Day in the Life (v.2), Home Office (v.2), Tech Gadgets (v.2)	0.5		
7/9/2013	CCR Seminars: Proofreading, CPR for the CCR, Finger Drills, Software Tips (v.2), Financial Planning (v.5)	0.6		
10/1/2013	CARRYOVER-Previous Cycle Carry-over Credit	0.05		
1/11/2014	ABDCAPT011114-Religious Captioning/Writing Part One	0.3		



### DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

Florida Captioning Services - N/A. does:  
(Name of Bidder)  
We do not have employees, only contractors.

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.

\_\_\_\_\_  
 Bidder's Signature

\_\_\_\_\_  
 Date

*In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.*

E-Bidding Document - RFP - PIOX-220014-SG Page 26 of

# Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Captioning Services, LLC</b>	
2 Business name/disregarded entity name, if different from above <b>Florida Captioning Services</b>	
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 checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>P</b> <small>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.</small> <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) _____  <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>8429 North 70th East Avenue</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Owasso, OK 74055</b>	
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									
4	6		5	5	0	0	0	8	1

## 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 ► *Jamara A. Leeseberg*

Date ► 8/1/19

## General Instructions

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

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

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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