



**NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET**

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Sean T. Allen, Sr. Child S.U.P.P.O.R.T Program

Doing Business As, if applicable:

Business Address: 17 Glen Ridge Ct. New Milford, CT 06776

Business Phone: 860-491-0790

Business email: seanallensr@sharedparenting.org

Funding Source & Acct # including location code: Title 1 2531 5265 56694 0048

Principal or Supervisor: Yolanda Jones-Generette

Agreement Effective Dates: From 1/3/2024. To. 06/5/2024

Hourly rate or per session rate or per day rate. \$250 per session (30 sessions)

Administration Fee and Printed Materials \$500

Travel expenses for Guest Speakers \$500

Total amount: \$8500

Description of Service:

The partnership between Sean Allen, Sr., Motivational Speaker and Consultant CHILD S.U.P.P.O.R.T Program and Celentano Biotech, Health, and Medical Magnet School will support the social-emotional learning for minority students. The curriculum will provide students with valuable skills, tools, and experiences to overcome adversity, manage emotions, and adapt effectively within the school environment in order to enhance their overall success and well-being.

Submitted by: Yolanda Jones-Generette Phone: 475-220-3400



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Sean T. Allen, Sr. CHILD S.U.P.P.O.R.T
Date: 10/16/2023
Re: Sean T. Allen, Sr. Motivational Speaker and Consultant,
CHILD S.U.P.P.O.R.T Stand Up, Promote, Positivity, Offer Resources
and Trust

Please ***answer all questions and attach any required documentation as indicated below.*** Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Sean T. Allen, Sr. CHILD S.U.P.P.O.R.T.
2. **Description of Service:** To provide social emotional learning to minority middle school students and equip them with skills and experiences to overcome adversity and manage emotions.
3. **Amount** of Agreement and hourly or session cost: \$8,500.00 for the academic year 2023-24; 30 days/sessions total: \$250 per day/session for consultant and curriculum; \$500 for Administration Fee and Printed Materials to include worksheets and handouts; \$500 for Travel Expenses of Guest Speakers
4. **Funding Source** and account number: Title 1 2531 5265 56694 0048
5. Approximate number of staff served through this program or service: 12 staff
6. Approximate number of students served through this program or service: 88 students
7. **Continuation/renewal or new Agreement?** No
Answer all questions:
 - a. If continuation/renewal, has the cost increased? Not a continuation. If yes, by how much?
 - b. What would an alternative contractor cost: There is no alternative contractor for this work.
 - c. If this is a continuation, when was the last time alternative quotes were requested? No alternative contractor can provide this partnership.
 - d. For new or continuation: is this a service existing staff could provide. No

If no, why not?

Existing staff cannot provide this service due to lack of qualifications and time. The contractor is skilled to make a profound and lasting impact on the students at Celentano using the expertise of guest speakers and empowering experiences for minority students.

8. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? N/A
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) The motivational speaker will provide middle school minority students with the unique skills to support their social emotional learning. The teachers will gain strategies and skills to support students by participating in the program with the students.

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Yes
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? No If yes, is it local or national? N/A
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? New Service
- f. If it is a renewal/continuation has cost increased? N/A If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? Yes
If yes, please explain: By participating in the program with the students, the teachers will learn sustainable and valuable strategies to support minority students social emotional learning and empower them to be successful in a school setting.

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Mr. Sean Allen brings his experience as a minority male to the students by supporting the students social emotional learning through experiences and utilizing strategies for success. Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: seanallensr@sharedparenting.org
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? The contractor has completed the RFQ process through the Office of Youth, Family, and Engagement.

- c. Is the contractor the lowest bidder? N/A If no, why? Why was this contractor selected?
This contractor was selected because of the unique expertise in supporting the social emotional learning of minority students and to the continued commitment to New Haven Public Schools. Mr. Allen and CHILD S.U.P.P.O.R.T. will provide the tools for the students to be successful in a school setting beyond their obstacles.
- d. Who were the members of the selection committee that scored bid applications?
Viviana Camacho and the staff of Youth, Family, and Community Engagement.
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
After analyzing the data from Review 360 and the number of behavioral referrals, the social emotional well-being of our middle school students is part of our school improvement plan. Areas of need emerged from multiple stakeholders. These areas include decreasing chronic absenteeism, reducing the number of referrals for minority students, and encouraging the positive relationships between school and home. By partnering with Mr. Sean Allen, Sr. and CHILD S.U.P.P.O.R.T, there is a strong connection with building a sustainable support system for our students. Students will learn how to manage adversity, their emotions, and advocate for their own success. This service will be monitored through feedback from the participants, the teacher observation feedback and the Celentano SPMT.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
 - c. How is this service aligned to the District Continuous Improvement Plan? This service is aligned to multiple goals in the district's Strategic Operating Plan. Grades 5 – 8 minority students will re-engage in the positive experiences in school and this will decrease chronic absenteeism in the targeted grades. Additionally, high achievement for all learners will be supported throughout this program by allowing students to gain valuable skills to succeed academically and socially in school.
12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound because it provides an experience for minority middle school students and enriches their school environment. The activities, guest speakers, and motivational talks will allow students to improve their interpersonal skills and build positive relationships with adults and each other.
13. What are the implications of not approving this Agreement? If this agreement is not approved, the middle school students at Celentano will not have the social emotional support which they need at a most crucial time in their academic and personal lives. The students will continue to disengage without the tools, skill, and experiences provided by Mr. Sean Allen and CHILD S.U.P.P.O.R.T. Therefore, the agreement with Mr. Sean Allen, Sr. and CHILD S.U.P.P.O.R.T will strengthen the capability for students to make positive choices and improve their

relationships with each other, their families, and their community. Without this partnership, the students and staff would not have the opportunity to sustain life-long skills and strategies for success.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

***(Mr. Sean T. Allen, Sr. CHILD S.U.P.P.O.R.T
STAND UP, PROMOTE, POSITIVITY, OFFER RESOURCE & TRUST)***

FOR DEPARTMENT/PROGRAM:

(Celentano Biotech, Health, and Medical Magnet School)

This Agreement entered into on the 2rd day of January 2024, effective (*no sooner than the day after Board of Education Approval*), the 3rd day of January , 2024, by and between the New Haven Board of Education (herein referred to as the “Board” and, Sean, T. Allen, Sr. CHILD S.U.P.P.O.R.T located at, 17 Glen Ridge Ct. New Milford, CT 06776 (herein referred to as the “Contractor”

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$8, 500_ total, for a total of 30 sessions days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: (\$ 8,500.00).
Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be by Title 1 Program of the New Haven Board of Education, **Account Number:** 2531 -5265- 56694 **Location Code:** 0048
 .

This agreement shall remain in effect from January 2024 to June 2024

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

Mr. Sean Allen, Sr. and CHILD S.U.P.P.O.R.T will engage minority middle school students in social emotional learning activities as part of a curriculum focused on providing the students with valuable skills, tools, and experiences to overcome adversity, manage emotions, and adapt effectively within the school environment in order to enhance their overall success and well-being. Through highly motivating activities, the curriculum will have a long lasting impact on their personal growth. In addition, the teachers will also gain valuable knowledge to continue the skills acquired and apply the same strategies in their classrooms.

Exhibit A: Scope of Service: *Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.*

Exhibit B: *Student Data Privacy - attached*

Exhibit C: *Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.*

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors **may begin service no sooner than the day after Board of Education approval.**

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor's breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.

DocuSigned by:

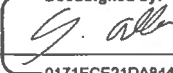
0171E0E21DA8449
Contractor Signature

President
New Haven Board of Education

Date 12/5/23

Date 12/5/2023

Sean T. Allen, Sr. Motivational Speaker and Consultant
Contractor Printed Name & Title

DocuSigned by:

0171ECE21DA8449...

Revised: 9-27-21



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
SPECIAL TERMS AND CONDITIONS**

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Sean T. Allen Sr
Motivational Speaker & Consultant
seanallensr@sharedparenting.org
860-491-0790

**CHILD S.U.P.P.O.R.T. PROPOSAL
STAND UP, PROMOTE POSITIVITY, OFFER RESOURCES & TRUST**

Subject: Proposal for 30-Week Social-Emotional Learning Curriculum for Minority Students (condensed into 20 weeks)

Dear Yolanda Jones-Generette,

I hope this letter finds you well. I am writing to propose a comprehensive 20-week curriculum focused on social-emotional learning for minority students at Celentano School in New Haven. This curriculum aims to provide students with valuable skills, tools, and experiences to overcome adversity, manage emotions, and adapt effectively within the school environment in order to enhance their overall success and well-being. The project has been condensed based on the time factor in starting later in school session contingent on approval from school board.

Statement of purpose:

Social Emotional Learning (SEL) is crucial in the New Haven school district, especially considering the lack of minority teachers and the limited time and resources available to address the needs of students who live in poverty and face adversity beyond the school walls. Here's why:

- 1. Representation and Cultural Relevance:** The presence of minority teachers who reflect the community they serve is essential for building positive relationships and creating a culturally responsive learning environment. When students see teachers who look like them and share similar backgrounds, they are more likely to feel understood, valued, and motivated to succeed. Minority teachers can serve as mentors and role models, providing guidance and support that is sensitive to students' cultural contexts and experiences.
- 2. Identity Development and Self-Esteem:** Students from minority backgrounds often face unique challenges related to their identity, such as racial discrimination, prejudice, or stereotypes. Social Emotional Learning provides a framework to address these issues by promoting self-awareness, self-acceptance, and a positive sense of identity. It helps students develop resilience, confidence, and a healthy self-esteem, which are essential for navigating and overcoming societal barriers.
- 3. Empathy and Perspective-Taking:** Given the diverse backgrounds and experiences of students in the New Haven school district, fostering empathy and perspective-taking is crucial. SEL cultivates skills such as understanding others' emotions, showing empathy, and resolving conflicts peacefully. By developing these skills, students can better relate to their peers, appreciate different perspectives, and build inclusive and respectful relationships.
- 4. Emotional Regulation and Coping Skills:** Many students in poverty or facing adversity outside of school may experience heightened stress, trauma, or emotional challenges. SEL equips students with emotional regulation strategies, coping skills, and problem-solving techniques. These skills help students manage their

emotions, reduce stress, and make better decisions, enabling them to focus on their academics and overall well-being.

5. Academic Achievement and School Engagement: Research consistently shows that students who receive SEL instruction tend to have better academic performance, increased graduation rates, and improved school attendance. By addressing students' social and emotional needs, schools can create a positive and supportive learning environment that enhances academic engagement and achievement. This is particularly important for students facing adversity, as SEL can mitigate the negative impact of external factors on their educational outcomes.

To implement effective SEL programs, the New Haven school district should prioritize professional development for teachers, allocate resources to support SEL initiatives, and establish partnerships with community organizations and mental health professionals. By doing so, the district can create a nurturing and inclusive educational environment that supports the holistic development and success of all students, especially those facing the greatest challenges.

Objective:

The primary objective of this curriculum is to empower minority students at Celentano School by fostering social-emotional skills and resilience. Through a combination of engaging classroom activities, guest speakers, and field trips, students will gain valuable knowledge, build self-awareness, and develop the necessary skills to navigate challenges, make positive choices, and achieve their academic and personal goals.

Curriculum Overview:

The 30-week curriculum (condensed into 20 sessions) will be designed to accommodate 1-2 hours per week and will cover a wide range of social-emotional learning topics. Each week will focus on a specific theme and incorporate interactive activities, discussions, and reflective exercises. Additionally, we propose inviting BIPOC guest speakers from various backgrounds who can share their personal stories of overcoming adversity and success. Furthermore, we plan to organize 1-2 field trips to relevant organizations or community resources that align with the curriculum's objectives.

Week-by-Week Curriculum Outline:

- Week 1: Building Resilience: Introduction to Overcoming Adversity
- Week 2: Understanding and Managing Stress and Anxiety
- Week 3: Developing Growth Mindset and Positive Self-Perception
- Week 4: Cultivating Emotional Intelligence and Self-Awareness
- Week 5: Coping with Trauma and Adverse Childhood Experiences (ACEs)
- Week 6: Building Healthy Relationships and Support Systems
- Week 7: Navigating Cultural Identity and Empowering Self
- Week 8: Developing Effective Communication Skills
- Week 9: Setting Goals and Planning for Success
- Week 10: Time Management and Organization Strategies
- Week 11: Study Skills and Effective Learning Techniques
- Week 12: Building Confidence and Assertiveness
- Week 13: Understanding and Managing Anger and Frustration
- Week 14: Conflict Resolution and Peer Mediation
- Week 15: Developing Resilience in the Face of Bullying
- Week 16: Building a Positive School Climate and Inclusion
- Week 17: Exploring Career and College Readiness
- Week 18: Financial Literacy and Scholarships for Higher Education
- Week 19: Developing Problem-Solving and Decision-Making Skills

Week 20: Resisting Peer Pressure and Making Healthy Choices
Week 21: Developing Digital Literacy and Online Safety Skills
Week 22: Building Cultural Competence and Appreciation
Week 23: Advocacy and Leadership Skills
Week 24: Building Healthy Habits: Nutrition and Exercise
Week 25: Expressing Creativity and Artistic Talents
Week 26: Developing Critical Thinking and Analytical Skills
Week 27: Nurturing Personal Well-being and Mental Health
Week 28: Building Financial Independence and Budgeting Skills
Week 29: Exploring Community Resources and Support Services
Week 30: Celebrating Achievements and Reflection on Personal Growth

Guest Speakers:

Throughout the 30-week curriculum (condensed into 20 sessions), we plan to invite guest speakers who can provide real-life examples and share their personal journeys of overcoming challenges and achieving success. These speakers will come from diverse backgrounds and professions, including educators, community leaders, professionals, and individuals who have faced and triumphed over adversity. Their stories will inspire and motivate students, helping them see the possibilities and potential within themselves.

Field Trips:

To enhance the students' learning experience and provide them with exposure to relevant resources and organizations, we propose organizing 1-2 field trips during the course of the curriculum. These field trips will be carefully selected based on their alignment with the curriculum's objectives and themes. Possible destinations could include community centers, colleges, cultural institutions, or youth organizations that provide opportunities for students to engage with their community, explore new environments, and broaden their horizons.

Implementation and Logistics:

We recommend implementing this 30-week curriculum (condensed into 20 sessions) during the academic year, scheduling 1-2 hours per week for each session. The curriculum can be integrated into existing class schedules or offered as an after-school program, depending on the availability of resources and logistical considerations. We will work closely with the school administration, teachers, and staff to ensure a smooth implementation process and provide necessary support and resources.

Evaluation and Assessment:

To measure the effectiveness and impact of the curriculum, we propose conducting regular assessments, both formative and summative, to evaluate students' progress and gather feedback. These assessments can include surveys, reflective journals, and performance-based tasks. Additionally, we will solicit input from teachers, parents, and students themselves to gather qualitative feedback on the curriculum's relevance, engagement, and usefulness.

Budget:

We understand the importance of financial considerations and are committed to working within the available resources. Additionally, we will explore potential grant opportunities and partnerships to secure additional funding for the successful implementation of this curriculum.

\$250 per session x 30 = \$7500

Admin fees and Printed Materials (worksheets, handouts) \$500

Travel expenses for guest speakers \$500

Total: \$8500

Time Frame: January 3rd - June 5th (Weeks to be determined)

Students: 10-15 selected by administration

Conclusion:

We firmly believe that this 30-week social-emotional learning curriculum (condensed into 20 sessions) for minority students at Celentano School will have a profound and lasting impact on their personal growth, academic success, and overall well-being. By equipping them with essential skills, fostering resilience, and providing opportunities for connection and exploration, we aim to empower these students to overcome challenges, thrive in their school environment, and become confident and successful individuals.

We appreciate your consideration of this proposal and look forward to discussing it further. We are confident that through collaborative efforts, we can make a positive difference in the lives of the minority students at Celentano School.

Thank you for your time and attention.

Sincerely,

Sean T. Allen Sr

Child S.U.P.P.O.R.T. Program

Stand Up, Promote Positivity, Offer Resources & Trust

860-491-0790

Sean Allen
Sean Thomas Allen Photography
17 Glen Ridge Ct
New Milford, CT 06776

Sean Allen
Sean Thomas Allen Photography
17 Glen Ridge Ct
New Milford, CT 06776



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
12/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No. Ext): (844) 472-0967 FAX (A/C, No): (203) 654-3613 E-MAIL ADDRESS: salessupport@biberk.com PRODUCER CUSTOMER ID:	
	INSURED Sean Allen Sean Thomas Allen Photography 17 Glen Ridge Ct New Milford, CT 06776	
		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Berkshire Hathaway Direct Insurance Compa 711510 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

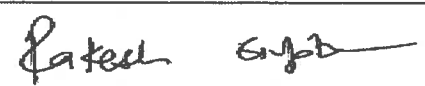
LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Location: 17 Glen Ridge Ct New Milford, CT 06776
 Bldg #001: Photographer - 7189901

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
<input checked="" type="checkbox"/>	PROPERTY	N9BP354815	05/28/2023	05/28/2024	BUILDING	\$ 0	
	CAUSES OF LOSS				DEDUCTIBLES	PERSONAL PROPERTY	\$ 0
					BUILDING 250	BUSINESS INCOME	\$ *
	BASIC				CONTENTS	EXTRA EXPENSE	\$ *
	BROAD					RENTAL VALUE	\$
<input checked="" type="checkbox"/>	SPECIAL					BLANKET BUILDING	\$ n/a
	EARTHQUAKE					BLANKET PERS PROP	\$ n/a
	WIND					BLANKET BLDG & PP	\$ n/a
	FLOOD						\$
							\$
	INLAND MARINE	TYPE OF POLICY			\$		
	CAUSES OF LOSS				\$		
	NAMED PERILS	POLICY NUMBER			\$		
					\$		
	CRIME				\$		
	TYPE OF POLICY				\$		
					\$		
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN				\$		
					\$		
					\$		

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

* ALS up to 12 months.

CERTIFICATE HOLDER New Haven Public Schools 54 Meadow Street New Haven, CT 06519	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Sean T. Allen Sr

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.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

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.

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) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
17 Glen Ridge Court

6 City, state, and ZIP code
New Milford, CT 06776

7 List account number(s) here (optional)

Requester's name and address (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.

Social security number

0	5	9	-	6	6	-	3	8	3	9
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or

Employer identification number

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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.

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 ▶ 12/4/2023

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 (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.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you 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

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous 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 reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS 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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). 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 *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 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. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and 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 U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

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

³ You must show your individual name 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*, earlier.

*Note: The 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, 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 Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 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 (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and 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.