



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000116546 FREON AND TESTING SUPPLIES FOR THE JEFFERSON  
PARISH EB DEPARTMENT OF PARKS & RECREATION  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

04-May-2016 07:47:16 AM

**AIRGAS REFRIGERANTS INC.**  
38-18 33rd ST  
LONG ISLAND CITY, NY 11101

DATE: 5/03/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116546

JEFFERSON PARISH

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR: AIRGAS REFRIGERANTS, INC

BUYER: SFOLSE

Bids will be received until 11:00 AM, 5/06/2016 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

\*JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Bonding and Redemption Act and the provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1981).

\*Please see attached.

LONG ISLAND CITY, NY 11101

April 11, 2011

Dear Customer,

Refrigerant is warranted against defects by all refrigerant manufacturers as a standard in our industry. Cylinders suspect of defects are to be returned directly for inspection by the appropriate manufacturers. After notification of results, if material and/or workmanship are found to be defective, credit for the amount returned will be issued as per standard industry policy.

Sincerely,

Airgas Refrigerants, Inc.

*Jay Kestenbaum*

Senior Vice President, Product Management

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

### IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

## ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

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1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**AIRCAS REFRIGERANTS INC.**  
3200 33rd ST.  
LONG AND CITY, NY 11101

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement. As such Attachment A will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

AIRGAS REFRIGERANTS INC.  
3000 N. ST.  
LONG BEACH, CITY, NY 11101

DATE: 5/03/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00116546

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR: AIRGAS REFRIGERANTS, INC.

BUYER: SFOLSE

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

1-3 days A.R.O.

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: N/A  
NUMBER: N/A  
NUMBER: N/A  
NUMBER: N/A

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) Please see attached.

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Airgas Refrigerants, Inc.</u>	
SIGNATURE: (Must be signed here)	TITLE: <u>Sr. V.P. Sales &amp; Purchasing</u>
PRINT OR TYPE NAME: <u>Jay Kestenbaum</u>	
ADDRESS: <u>38-18 33rd Street</u>	
CITY, STATE:	ZIP:
<u>Long Island City, NY</u>	<u>11101</u>
TELEPHONE:	FAX:
<u>(800) 473-3766</u>	<u>(718) 392-8006</u>
EMAIL ADDRESS: <u>contracts.department@airgas.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ \$5,963.80

**AIRGAS REFRIGERANTS, INC.**  
38-18 33rd ST.  
LONG ISLAND CITY, NY 11101

R-1027-L (6/99)

This certificate must be publicly displayed as provided by law.



See reverse side  
for important information.

State of Louisiana Department of Revenue  
Sales Tax Registration Certificate  
AIRGAS REFRIGERANTS INC

2530 SEVER RD STE 300  
LAWRENCEVILLE GA 30043-4022

1485556-001  
Effective date 07/1/2008  
Date Issued 08/08/2014  
400MO Filer

A handwritten signature in dark ink, appearing to read "J. P. [unclear]", is written over a horizontal line.

Secretary of Revenue and Taxation

A handwritten signature in dark ink, appearing to read "Shulma Chatman", is written over a horizontal line.

Director of Sales Tax Section



AIRGAS REFRIGERANTS INC  
2530 SEVER RD STE 300  
LAWRENCEVILLE GA 30043-4022

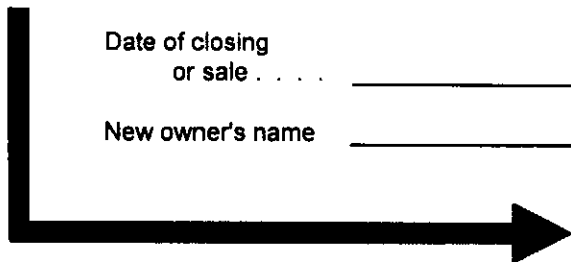
Failure to return this certificate to the Department of Revenue upon the closure or sale  
of your business may cause delinquent assessments to be issued to you.

If business is closed

or sold, give:

Date of closing  
or sale . . . . . \_\_\_\_\_

New owner's name \_\_\_\_\_



and return to:

Department of Revenue  
Post Office Box 3863  
Baton Rouge, LA 70821-3863

This certificate is nontransferable and must be kept at business location  
until business is closed or sold.



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	EA	FREON AND TESTING SUPPLIES FOR THE JEFFERSON PARISH EB DEPARTMENT OF PARKS & RECREATION		
			0010 R404A-24 HP62 FX70 REFRIGERANT	*\$136.10 per cylinder	\$408.30
2	10.00	EA	USE: HVAC DIVISION		
			0020 R22-30LB REFRIGERANT	*\$432.10 per cylinder	\$4,321.00
3	10.00	EA	USE: HVAC DIVISION		
			0030 R410A-25 REFRIGERANT	*\$123.45 per cylinder	\$1,234.50
4	2.00	EA	USE: HVAC DIVISION		
			0040 - 49137 HIGH SIDE GAUGE	NO BID	NO BID
5	2.00	EA	USE: HVAC DIVISION		
			0050 - 49138 LOW SIDE GAUGE	NO BID	NO BID
			USE: HVAC DIVISION		

AIRGAS REFRIGERANTS INC.  
38-18 33rd ST.  
LONG ISLAND CITY, NY 11101

\*Please note we offer free delivery 1-3 days A.R.O. (emergencies sooner). Please see attached.

# Airgas

Airgas Refrigerants, Inc.  
38-18 33<sup>rd</sup> Street  
Long Island City, NY 11101  
(800) 473-3766 Fax: (718) 392-8006

April 1, 2016

To All Airgas Refrigerants Customers:

As you surely know, Airgas Refrigerants, Inc. is the leading distributor of refrigerant gases in the country and maintains a wide selection and a dependable inventory nationwide. As a subsidiary of Airgas, Inc. (NYSE:ARG), the country's largest supplier of industrial, medical and specialty gases, with more than 15,000 employees working in approximately 1,100 locations generating over \$5 billion in annual revenue, Airgas Refrigerants, Inc. is also teamed with experts who contribute the strengths and resources developed over 30 years in the industrial gas industry and over 65 years in the refrigerant gas industry.

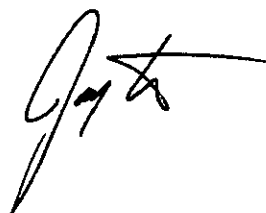
We carry millions of pounds of refrigerants in our inventories throughout the United States, and our arrangements with so many manufacturers provide us with the greatest flexibility of product despite various industry changes, production cutbacks, plant closings, and raw material shortages, all of which have occurred in the past many years. We are the largest purchaser of refrigerant from Arkema, Chemours, Honeywell, and Mexichem among many others.

Our commitment as the largest supplier of packaged gases in the United States is to supply our customers with the highest quality product. All the refrigerants we sell meet AHRI 700 purity standards, which thereby assures you of the utmost in quality, purity, and dryness of the refrigerant and the safety of the cylinders, which we know is so important to the functioning of your system and the safety of your personnel. Please see attached our formal Quality Assurance Policy.

We look forward to supplying your needs as we have done so well to the American industry nationwide for more than 65 years, first as Refron and now as Airgas, and we will spare no effort to give you maximum cooperation and full satisfaction.

Sincerely,

AIRGAS REFRIGERANTS, INC.



Jay Kestenbaum  
Sr. V.P., Sales & Purchasing

# Airgas

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Airgas Refrigerants, Inc.  
2530 Sover Rd., Suite 300  
Lawrenceville, GA 30043  
(404) 352-4007 Fax: (404) 352-6959

April 1, 2016

To All Airgas Refrigerants Customers:

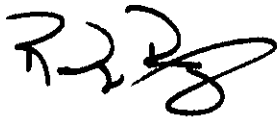
Airgas Refrigerants Inc. is the largest distributor of refrigerant gases in the United States and as a proud member of the Air-Conditioning, Heating and Refrigeration Institute (AHRI ), Airgas Refrigerants provides a wide portfolio of refrigerants that meet or exceed the latest AHRI -700 2015 specifications in order to supply your business needs.

In February 2016, Airgas Refrigerants completed the process to become an AHRI accredited Refrigerant testing laboratory (RTL) and received certification.

Airgas Refrigerants is committed to providing our customers with the highest product purity, consistency and overall service that you have come to expect. As part of this commitment, Airgas Refrigerants stands behind all of the bulk refrigerants and packaged products supplied to every customer, every order every time. Airgas Refrigerants' maintains the most reputable supplier network across the globe with many of our suppliers certified to both the ISO 9001 and ISO 14001 standard.

In order to ensure that all refrigerant products meet or exceed AHRI-700 2015 specifications, a receiving and inspection process is conducted on all incoming raw materials and packaged product sourced from suppliers. The inspection process includes a review of the receiving paperwork, the Certificate of Analysis indicating that the product meets or exceeds the required specifications, and a complete AHRI-700 analysis is performed in our AHRI certified laboratory.

AIRGAS REFRIGERANTS, INC.



Randy Perry  
Director of Operations

## Request for Taxpayer Identification Number and Certification

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Airgas Refrigerants, Inc.**

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

3 Check appropriate box for federal tax classification; 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. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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) \_\_\_\_\_  
(Apply to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
**38-18 33rd Street**

6 City, state, and ZIP code  
**Long Island City, NY 11101**

7 List account number(s) here (optional)

8 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 Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

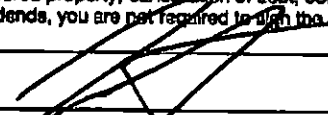
Social security number								
				-				
OR								
Employer identification number								
2	6	-	2	7	0	8	8	0

**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 on page 3.

**Sign Here** Signature of U.S. person ▶ 

Date ▶ **1/7/16**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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 (cancelled 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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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
- 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?* on page 2 for further information.