

Protective Life and Annuity Insurance Company
P. O. Box 790
Deerfield, IL 60015
Phone (800) 841-4777

We are very sorry to learn about your recent loss and extend our sincere condolences. At Protective Life and Annuity Insurance Company, we understand how important credit life insurance can be in protecting your assets.

During this burdensome time, we want to make it as simple as possible for you to begin the process of establishing a credit life claim. To that end, we have enclosed a claim form for credit life insurance proceeds that is to be completed to the best of your ability. This form must be signed and dated by you or a representative of the insured's estate and returned to us at the above address.

In completing the enclosed claim form, please note what is specifically needed:

- An original certified death certificate that contains the cause of death (the original document will be returned to you).
- A signed Authorization to Obtain and Disclose Information for Evaluation of a Claim.
- A copy of the retail installment contract related to the coverage and a copy of the certificate of insurance.
- Section A completed in its entirety. Please include the names, address and telephone numbers of all physicians, hospitals and pharmacies where the deceased was seen, treated or received medication from within the two (2) years prior to the date coverage began on the attached form.
- Section B completed in its entirety by the creditor.
- In the event there is more than one (1) loan, we will need the creditor information, a copy of the retail installment contract and a copy of the insurance certificate for each loan.
- A fully completed W-9 form. Failure to return this document may result in an amount withheld from the total payment per IRS regulations.

Our commitment to our certificate holders is to provide their loved ones with assistance in navigating through some of the complex paperwork that they are facing during this trying time. We ask that you contact us at 1-800-841-4777, if we may provide additional information or answers any questions you may have.

Sincerely,

Credit Insurance Claims Department
(800) 841-4777

Enclosures: Claim Form Packet & W-9 Packet

Protective Life and Annuity Insurance Company
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Deerfield, IL 60015
Phone (800) 841-4777

CLAIM FOR LIFE INSURANCE PROCEEDS

SECTION A

'SECTION A' MUST BE COMPLETED BY THE LEGAL NEXT OF KIN. PLEASE BE SURE TO ENCLOSE EXECUTORSHIP PAPERS IF THE ESTATE IS BEING FILED THROUGH PROBATE. *It is imperative that this form is completed in its entirety. Failure to do so may delay the claim.*

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FULLY COMPLETED FORM

1. CERTIFIED DEATH CERTIFICATE.
2. COPY OF THE RETAIL INSTALLMENT SALES CONTRACT.
3. COPY OF THE INSURANCE APPLICATION

NAME OF DECEASED: _____ DATE OF BIRTH: _____ DATE OF DEATH: _____
DRIVER'S LICENSE NO. & STATE ISSUED: _____ SOCIAL SECURITY NO.: _____
POLICY/CERTIFICATE NUMBER: _____ EFFECTIVE DATE: _____

LIST ALL PHYSICIANS SEEN DURING THE THREE (2) YEARS IMMEDIATELY PRECEDING EFFECTIVE DATE OF COVERAGE

FAMILY PHYSICIAN'S FULL NAME	ADDRESS	CITY/STATE/ZIP	PHONE # YEAR(S) SEEN
_____	_____	_____	_____
DOCTOR'S FULL NAME	ADDRESS	CITY/STATE/ZIP	PHONE # YEAR(S) SEEN
_____	_____	_____	_____
DOCTOR'S FULL NAME	ADDRESS	CITY/STATE/ZIP	PHONE # YEAR(S) SEEN
_____	_____	_____	_____
DOCTOR'S FULL NAME	ADDRESS	CITY/STATE/ZIP	PHONE # YEAR(S) SEEN
_____	_____	_____	_____
PHARMACY	ADDRESS	CITY/STATE/ZIP	PHONE #
_____	_____	_____	_____
HOSPITAL	ADDRESS	CITY/STATE/ZIP	PHONE #
_____	_____	_____	_____

AUTHORIZATION TO OBTAIN AND DISCLOSE INFORMATION FOR EVALUATION OF CLAIM

1. I understand that a separate form containing my authorization for the release of medical information for the decedent must be completed and submitted along with this completed claim form.
2. By signing below, I authorize any previous employer of the decedent to furnish to Protective Life / Protective Life and Annuity Insurance Company or its authorized representative, any and all information concerning employment, including but not limited to position, salary/wages and any absences and reasons therefore. I further authorize the release of any and all loan documents or creditor records involving the decedent.

A photocopy of this authorization shall be considered as valid as the original. The authorization shall remain valid for 24 months following the date of my signature.

WARNING: "Any person knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation."

AUTHORIZED SIGNATURE _____ DATE _____ RELATIONSHIP TO THE DECEASED _____

PRINTED NAME OF ABOVE SIGNER _____ ADDRESS _____ CITY/STATE/ZIP _____ PHONE # _____

Protective Life and Annuity Insurance Company
P. O. Box 790
Deerfield, IL 60015

Phone (800) 841-4777

NAME OF DECEASED: _____

SECTION B (CREDITOR STATEMENT)

'SECTION B' TO BE COMPLETED BY CREDITOR ONLY (NOT TO BE COMPLETED BY THE DEALERSHIP)

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FULLY COMPLETED FORM

1. CERTIFIED DEATH CERTIFICATE;
 2. COPY OF THE RETAIL INSTALLMENT SALES CONTRACT;
 3. COPY OF THE INSURANCE APPLICATION;
 4. COPY OF THE LOAN/CREDIT APPLICATION.
-
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BORROWER'S FULL NAME

_____ Name of Creditor	\$ _____ Initial Insured Loan Amount
_____ Loan Number	_____ # of Payments Made _____ Monthly Payment
_____ Address to Send Payment to	_____ 1 st Payment Due Date
_____ City/State/Zip	% _____ APR
	\$ _____ Total Balance Amount Currently Claimed Due
_____ Vehicle Identification Number	_____ Date of Last Payment Received
_____ Year Make	\$ _____ Amount of Loan Payoff
_____ Model	_____ \$ _____ Payoff Good Thru Date (Per Diem if Any)

I hereby certify under penalty of perjury that the amount indicated due the creditor beneficiary does not exceed the loan balance at the time of the insured's death.
I further certify that the loan has not been paid off, renewed, refinanced or otherwise modified (*except as listed) since the inception date of the insurance.

AUTHORIZED SIGNATURE

PRINTED NAME OF THE AUTHORIZED SIGNER

TITLE

PHONE # Ext.

(True / False) _____ DID NOT SEE ANY OTHER DOCTORS OTHER THAN THE ONES PREVIOUSLY LISTED ON THE CLAIM.

(If you answered False, please fill out below.)

_____ FAMILY PHYSICIAN'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ DOCTOR'S FULL NAME	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ PHARMACY	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ PHARMACY	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ PHARMACY	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ HOSPITAL	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE
_____ HOSPITAL	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #
_____ HOSPITAL	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE
_____ HOSPITAL	_____ ADDRESS	_____ CITY/STATE/ZIP	_____ PHONE #

AUTHORIZATION TO OBTAIN AND DISCLOSE INFORMATION FOR EVALUATION OF CLAIM

Name of Insured or Deceased: _____ **Date of Birth** ___/___/___ **Claim Number** _____

1. Authorization and Purpose. I, _____, (circle one) **the Insured, Personal Representative of the Insured or the deceased named above**, authorize Protective Life & Annuity Insurance Company (“Protective”) and its reinsurers to obtain and use information about or relating to the Insured that is relevant to evaluating a claim for benefits from a Protective policy (“Policy”) insuring the Insured. With this authorization, Protective may obtain and use health and medical information, including but not limited to information about drug use, alcohol use, nicotine use, physical diseases and illness. With this authorization, Protective may also obtain information about mental diseases and illness including psychiatric disorders, **but any such information shall not include psychotherapy notes.**

2. Persons and organizations authorized to release and disclose information. I authorize the following persons and organizations to release and disclose the information described in Section 1 (“Information”) to Protective or its agents acting on its behalf: (i) doctor(s); (ii) medical practitioners; (iii) pharmacists, to include Pharmacy Benefit Managers; (iv) medical and related facilities, including hospitals, clinics, facilities run by the Veteran’s Administration, the Cleveland Clinic Foundation and The Mayo Clinic; (v) insurers; (vi) reinsurers; (vii) Medical Information Bureau, Inc. (**MIB**); (viii) employers of the Insured; and (ix) commercial consumer reporting agencies (**CRA**). All of these persons and organizations other than **MIB** may release the Information to a **CRA** (such as Equifax Medical Services) acting for Protective. **MIB** may not release the Information to a **CRA**.

I authorize Protective personnel who obtain or who otherwise have authorized access to the Information to release and disclose any such Information to its reinsurers, the Insured’s insurance agent or agents servicing the Policy or Policies and persons or organizations, including Protective affiliated companies, providing to Protective services related to claims administration including legal and investigative services.

3. Expiration of this authorization. This authorization shall be valid from the date signed for the duration of a claim for the benefits of a Protective Policy or for twenty-four months from the date this authorization is signed.

4. Revocation of this Authorization. I understand that I have the right to revoke this authorization by writing to *Claims Department, P.O. Box 790, Deerfield, IL 60015*. I also understand that revocation of this authorization will *not* affect any action taken in reliance on this authorization before Protective receives written notice of the revocation *nor will the revocation be effective* to the extent other law provides Protective with the right to contest a claim under the Policy or the Policy itself.

Signature and Date of Authorization

I have had full opportunity to read and consider the contents of this authorization. I understand that I may refuse to sign this authorization and that Protective does not condition payment of a claim for benefits on whether or not I sign this authorization. I further understand that pursuant to the Policy, Protective is eligible to require written proof of loss in order to process a claim under the Policy.

I understand that by signing this form I am granting to protective the authority to obtain, use and disclose Information as described and for the purposes stated in this form. I further understand that if the persons or organizations I authorize to obtain or use the Information obtained or used through this authorization are not subject to federal health information privacy laws, they may disclose the Information, and it may no longer be protected by the federal health information privacy laws.

Signature: _____ Date: _____

(Circle One) Insured or Personal Representative of Person names above.

If you are signing this authorization as the Personal Representative of the Insured or Deceased Person named above, describe your authority to act as the Personal Representative. _____

YOU ARE ENTITLED TO A COPY OF THIS AUTHORIZATION AFTER YOU SIGN IT.

PRIVACY NOTICE

Protective Life Insurance Company / Protective Life and Annuity Company /
Protective Property & Casualty Insurance Company

2345 Waukegan Road, Suite 210
Bannockburn, Illinois 60015

Protecting the privacy of information about our customers is important. This notice tells you how we treat information about our customers. We treat information about our former customers the same we treat information about our current customers. **We do not sell information about our customers.**

HOW WE COLLECT INFORMATION ABOUT YOU

We get most of the information we need from customer applications and other forms. If a customer authorizes it, we may get information from other sources. For example, when a person applies for life insurance we may ask for permission to get information from:

- * Insurance support organizations such as the Medical Information Bureau and
- * Consumer reporting agencies.

We also get information as we process customer transactions. The information we may have includes:

Identifying Information such as:

- * Name,
- * Address,
- * Telephone Number,
- * Demographic Data;

Financial Information such as:

- * Credit History,
- * Income,
- * Assets,
- * Other Insurance Products; and

Health Information such as:

- * Medical history and
- * Other factors affecting insurability.

HOW WE USE THE INFORMATION WE COLLECT

We use the information for business and marketing Purposes, such as:

- * Processing applications, claims, and transactions,
- * Servicing your business, and
- * Offering you additional products and service

HOW WE SHARE INFORMATION ABOUT YOU

We share information about you with affiliates (including those listed below) and other who provide services to help us process or administer our business. For example, we may share information with others who:

- * Print our customer statements,
- * Help us underwrite life insurance applications,
- * Help us process claims, and
- * Conduct surveys, analyze information, or help us market our products to you.

We require that companies limit their use of the information we share and keep it confidential. Your information will not be sold to third parties for marketing purposes.

HOW WE PROTECT YOUR PERSONAL INFORMATION

We maintain physical, electronic and procedural safeguards to protect your personal information. Access to customer information is limited to people who need access to it in order to do their jobs.

ADDITIONAL INFORMATION

We will not share information with anyone else unless we have your permission or we are allowed or required by law to disclose it.

You should know that your insurance sales agent is independent. The use and security of information an agent gets is his or her responsibility. Please contact your agent if you have questions about his or her privacy policy.

We have the right to change our Privacy Policy. If we make a material change to our Privacy Policy, we will notify you before we put it into effect.

QUESTIONS?

If you have questions about our privacy policy, please contact us at:

Protective
2345 Waukegan Road, Suite 210
Bannockburn, Illinois 60015
1-800-323-5771

Privacy Notice 01/17

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 28% 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)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	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.