



SUSANVILLE INDIAN RANCHERIA

DONATION ORDINANCE

ORDINANCE NO. 2005-004

Amendment 8

Section 1. Policy.

This Ordinance is adopted by the Tribal Business Council, pursuant to its authority granted under the Tribe's Constitution, for the purpose of addressing donation and sponsorship requests submitted to the Susanville Indian Rancheria (SIR). The SIR shall reserve funds, within the General Fund, on an annual basis for the purpose of providing donations and/or sponsorships to individuals, and/or other organizations on a discretionary basis. Requests for donations or sponsorships to recoup money for past events/fundraisers, etc. will not be considered. The Donation Request Form must be turned into the Tribal Office **at least three weeks prior to the date of need.** SIR apologizes for any inconvenience this may cause, but due to the time it takes for approval by the Donation Committee, lead-time is important. Last minute requests will not be accepted. If your donation request is not submitted to the Donation Committee by the designated due date and/or does not follow policy requirements, your request will not be considered and is not eligible to be appealed. A donation requested as a result of an emergency situation (serious illness/death of an immediate family member, natural catastrophe) will be exempt from the lead-time requirement. Sponsorship requests are exempt from the lead-time requirement. Please do not assume that if your request was funded in the previous year that it will be funded again in the current year.

All donation requests **MUST** be reviewed by the Donation Committee, regardless if the request falls within the guidelines of this ordinance. Lead-time constraints (at least three weeks prior to the date of need, unless it is a result of an emergency situation) applies to all donation requests. The Tribal Business Council **WILL NOT** review or approve a donation request that has been denied by the Donation Committee.

Section 2. Purpose.

The Susanville Indian Rancheria recognizes that there are occasions when a member or member family may be at a point in their lives where they need assistance. These reserve funds will provide direct benefits to those SIR members who present requests for assistance in coping with unforeseeable emergencies or other justifiable circumstances and also to those organizations that will provide indirect benefits to the SIR itself by the

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favorable public relations that will be generated by its reputation as a government that comes to the aid of its citizens in need. Because funding is limited, attempts should be made to seek alternate resources. The donation request can be for only one item (i.e.; Emergency Need, Emergency Travel, Cultural Event, Sporting Event, Sponsorship, or Extracurricular Event). If a donation request has multiple items requested, the individual submitting the request will be contacted for clarification on which single item they wish to apply for.

Section 3. Scope.

This ordinance will apply to all individuals or organizations seeking funds from the SIR.

Section 4. Definitions.

For the purposes of this Ordinance, the following definitions shall apply:

- 4.1 **Appeal.** All decisions of the Donation Committee are final and cannot be appealed.
- 4.2 **Catastrophic event.** Examples may include, but not be limited to, an accident, serious illness, death, or natural disaster.
- 4.3 **Donation Committee.** A group of individuals established by the Tribal Business Council to review all donation requests. This group will consist of at least three of the following: one of the Tribal Business Council members (must be on the review committee), the Tribal Administrator, the Health Clinic Chief Operating Officer, the Tribal Office Manager, the Social Services Director, and the Fiscal Controller.
- 4.4 **Immediate Family.** The parent, child or sibling of an enrolled tribal member.
- 4.5 **Individual.** An enrolled member of the Susanville Indian Rancheria.
- 4.6 **Organization.** A public entity or non-profit organization based in Lassen County that has a common purpose or goal and are formally governed by a set of bylaws or codes.
- 4.7 **Extracurricular Event.** Falling outside of the regular curriculum of a school and promotes healthy peer interactions.

Section 5. Procedures.

- 5.1 Any individual or organization that meets the definition above may submit a donation request to the Susanville Indian Rancheria. It is the policy of the Susanville Indian Rancheria that the tribe will not provide any type of political donation.
- 5.2 Donation requests will be considered for the following purposes:
- a) Emergency need (i.e.; expenses due to a natural catastrophic event). Proof of expense need must be submitted.
 - b) Emergency travel (i.e.; attend the funeral of an immediate family member, visit a seriously ill immediate family member who is receiving emergency medical treatment or hospitalized (CHS levels I or II), or take care of an immediate family member that has no one else to care for them). Travel will be calculated based on the Travel Reimbursement and Mileage Reimbursement Sections of the SIR's Travel Policy.
 - c) Cultural Events (individual or organization requesting these funds **MUST NOT** participate in a competition event or any other function that would result in money coming back to the individual or organization). **MUST BE RELATED** to a Native American cultural/spiritual event and be open to the general public. A flyer of the cultural event, if applicable, must be attached to the donation request. Some examples of a cultural event that will be funded include, but are not limited to, a healing, a sweat and a ceremony related to the individual's cultural heritage. Conferences or Pow Wow's are **NOT** eligible activities under the donation ordinance. Travel will be calculated based on the Travel Reimbursement and Mileage Reimbursement Sections of the SIR's Travel Policy.
 - d) Sporting Events (tribal member's registration fee only). Sporting events that distribute a monetary prize will not be funded under this policy. A flyer of the sporting event must be attached to the donation request.
 - e) Sponsorship. Only the Tribal Business Council can approve sponsorships.
 - f) Extracurricular Events (will cover travel expenses only and **MUST** be an organized event with a flyer/note attached) Travel will be calculated based on the SIR's Travel Policy procedures. This policy excludes Post-Secondary extracurricular events and family events.
- 5.3 If an individual has any delinquent account with the SIR, he or she will not be eligible for a donation. In the case of a donation request on

behalf of a minor, the household requesting the donation must not have any delinquent account with the SIR in order to be eligible for a donation.

- 5.4 The SIR will not consider donation requests to pay personal debts (i.e.; house payments, rent, food, clothing, utility bills, telephone bills, cell phone bills, cable TV bills, court fines, child support, other forms of court-ordered restitution, credit card payments, car payments, or other auto related costs, loan payments, etc.). If this type of donation request has been submitted, the Tribal Office will refer the requester to the California Tribal TANF Program (CTTP) at 252-4112 or Crossroads Ministries at 251-0701.
- 5.5 All donation recipients must submit receipts and/or documentation that the money was used for the intended purpose. Failure to use a donation for the purpose represented to the Tribal Business Council/Donation Committee will result in one or more of the following consequences:
 - Denial of future donation requests for a period of two years.
 - Required repayment of the donation from any tribal disbursements.
 - Possible criminal prosecution for the offense of fraud or theft (a crime that includes the act of obtaining money by material misrepresentation).
- 5.6 All approved donations will be published in the tribe's newsletter.
- 5.7 In January of the following year, a 1099 will be mailed to the recipient of the donation, provided it meets the threshold amount established by the Internal Revenue Service.

Section 6. Monetary Limits.

Individuals or organizations are eligible to apply for a donation of up to \$500 per calendar year. Individuals within a household may apply for donation funds provided that the individual has not asked for a donation or sponsorship request and the total amount provided to that household does not exceed \$500. Individuals or organizations are limited to one donation or sponsorship a year.

Section 7. Application Process.

- 7.1 Each entity requesting a donation or sponsorship from the SIR must complete the required application form (Donation Request Form, Exhibit A) and return it to the SIR Tribal Office for processing. If

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each question of the SIR Letter of Intent Narrative is not fully answered, the donation request will be considered incomplete. Copies of the Donation Request Form are available in the SIR Tribal Office.

- 7.2 The SIR Social Services Department will review the donation request and determine if the applicant is economically disadvantaged according to the Federal Poverty Guidelines. If the request is incomplete, the request will be returned to the requester to complete the required information. If the request is complete, it will be forwarded to the Donation Committee for approval/disapproval. All donation requests must include the following:
 - a) Name, address and telephone number of the individual or organization and the contact person.
 - b) Description of the request and a specific amount.
 - c) Other resources contacted and amounts received, if any.
 - d) Date, time and location of event and any applicable deadlines.
 - e) Complete explanation of what the event is, why it is needed, and whom it will benefit.
 - f) Any other relevant information.
- 7.3 The Donation Committee will approve or disapprove all donation requests based on the policies of this ordinance. The approval of a donation request is subject to available funding, i.e.; once the funding set aside for the year has been expended, no further donation requests will be approved by the Donation Committee.
- 7.4 Once a decision has been made on the donation request, the requester will be notified by the Social Services Department that their request has been approved or disapproved.
- 7.5 All approved donation requests will be sent to the Fiscal Department for processing by the Donation Committee. Payments will be processed on Wednesdays of each week (excluding holidays) and the Fiscal Department will return the check to the Social Services Department or the Tribal Office who will notify the requester when their payment is ready to be picked up. Emergency donation requests will be processed as quickly as possible.

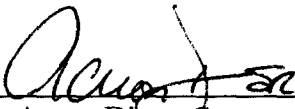
Section 8. Effective Date.

This Ordinance shall be effective from the date of its approval by the Tribal Council.


CERTIFICATION

We, hereby certify that the Susanville Indian Rancheria Donation Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held October 04, 2011 with a vote of 7 for, 0 against, 0 abstain.

ATTEST;



Mr. Aaron Dixon Sr.
Secretary/Treasurer



Mr. Stacy Dixon
Tribal Chairman



Name of Individual/Organization:

Amount Requested:

\$ _____

Type of Donation:

Individual Organization

Purpose:

Emergency Travel Emergency Need
 Cultural Event Sporting Event
 Sponsorship Extra Curricular Event

Tribal Member/Contact Person:

Enrollment #:

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____

If approved, make check(s) payable to: _____

By my signature below, I agree to turn in receipts no later than two weeks after the date for which the intended purpose of the approved donation funds are used in order to show how the funds were spent. Failure to do so will result in a deduction from a future disbursement of tribal funds for any money that is owed to the tribe from this donation request. I also acknowledge that my failure to turn in receipts will make me ineligible to utilize the donation or tribal member assistance fund programs for a period of two years.

Signature of Applicant: _____ Date: _____

For Donation Committee Use Only		
Verified Enrollment (Initial): _____	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Reviewed by: _____		
Committee Comments:		
<input type="checkbox"/> Meets "Need Based" criteria (Income verification MUST be attached)		

For Fiscal Use Only		
Outstanding Debt: <input type="checkbox"/> YES <input type="checkbox"/> NO	Travel Calculations: \$ _____	Per Diem (_____ days @ \$ _____)
		\$ _____ Mileage (_____ miles @ \$ _____)
Processed By: _____	\$ _____	Lodging (_____ days @ \$ _____)
	\$ _____	Other _____
Date Check Issued: _____	\$ _____	Total Travel _____
Verified By: _____	Date: _____	
Fiscal Controller/Fiscal Dept. Supervisor		

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is 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.

Social security number									

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

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage 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, 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 Part II instructions on page 3 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 the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

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

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. 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 the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. 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 the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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, and payments for services paid by a federal executive agency.

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), 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 the chart on page 4 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 Social Security Administration 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. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, 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 domestic 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, below, and items 4 and 5 on page 4 indicate 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. 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
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation 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* on page 1.

*Note. 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, social security number (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 Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system 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 at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov 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. 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.

Agenda Request Form

I, _____, am requesting to be placed on the next Tribal Business Council / Health Board (please circle one) meeting to discuss the following item (please be specific; i.e., problem, potential solution, etc.):

I am representing the following group / organization (if Not Applicable, please put N/A):

I have taken the following steps to provide staff with an opportunity to address the topic before it goes before the Tribal Business Council / Health Board (if Not Applicable, please put N/A):

By my signature below, I acknowledge that if my request is for something that falls outside the currently approved policy guidelines (grievance without following proper steps, policy waiver, etc.) that the request to address the Tribal Business Council / Health Board will be denied. I also acknowledge that my request will be limited to ten (10) minutes in duration and if I have a presentation, I have submitted it with this request indicating what I want to present, estimated time duration, and a time slot desired. I, and anyone else I request to bring to the Tribal Business Council / Health Board meeting, agree to act in an orderly and respectful manner at all times.

Applicant's Signature

Date

Applicant's Phone #

***** OFFICE USE ONLY *****

Placed on the Agenda: Yes No Reason: _____

Jim Mackay, Tribal Administrator

Mr. Stacy Dixon, Tribal Chairman

Date