

**United Way of Northern Nevada and the Sierra
USA Patriot Act Compliance Form
Frequently Asked Questions**

What is the USA Patriot Act?

The USA Patriot Act was established in 2001. This Act contains many regulations regarding anti-terrorism in the United States. Specifically, Section 314 (a)(2)(A) of the Act addresses efforts to deter money laundering for terrorism through banking institutions, charitable organizations, and not-for-profits. The Act requires charitable organizations and not-for-profits like United Way to cooperate with law enforcement agencies in regards to terrorist acts or money laundering activities. The full USA Patriot Act can be viewed at the Library of Congress website, www.loc.gov.

Why does United Way need our organization to sign the USA Patriot Act Compliance Form?

The Federal Government requires all banking institutions, charitable organizations, and not-for-profits to comply with the 2001 USA Patriot Act. Because of this, United Way of America has mandated that all local United Ways are to be compliant with the USA Patriot Act. We are required to perform the following tasks, in addition to others, annually for all agencies who directly or indirectly receive money through our organization. We are required to complete these tasks in order for us to maintain legal compliance with the Federal Government and continue our association with United Way of America.

- A. Annually screen all agencies against specific Federal watch lists.
- B. Annually obtain, from all agencies, a certification stating that United Way funds and donations will be used in compliance with all applicable anti-terrorism financing and asset control laws, statutes and executive orders.

Who is authorized to sign the form?

The USA Patriot Act does not provide specific guidance in this area; however, we recommend the signor of the form be someone who is knowledgeable about your organization's use of money received through United Way.

Why doesn't the Federal Government handle this instead?

As it currently stands, the USA Patriot Act delegates the responsibility of documentation to banking institutions, not-for-profits, or charitable organizations such as United Way. The United Way of America is currently petitioning the Federal Government for change in this area.

Why do I have to sign this form annually?

United Way of America requires our local United Way to obtain a signed copy of this form every year from the organizations to which we designate funds. This is an annual requirement, even if your organization has signed the form the previous year.

What happens if I choose not to sign the form?

Both the United States Government and United Way of America have mandated all local United Ways to obtain a signed copy of this form from agencies prior to releasing funds. Without this form, we will be unable to forward funds designated by our donors to your organization. When there are no responses after several reasonable attempts have been made to obtain a signed Patriot Act Form, we will contact the donor and request they change their designation to another organization.

UNITED WAY OF NORTHERN NEVADA AND THE SIERRA

USA PATRIOT Act Certification

In compliance with the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001 and other counterterrorism laws, the United Way of Northern Nevada and the Sierra requires that your organization certify the following:

I hereby certify on behalf of

_____ (your organization name) that all United Way funds and donations will be used in compliance with all applicable United States of America anti-terrorist financing and asset control laws, statutes and executive orders.

Name of Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Please mail, fax or email to:

Kimberly Spiersch, VP Finance
United Way of Northern Nevada and the Sierra
639 Isbell Road, Suite #460
Reno, Nevada 89509
Fax: (775) 322-2798
kim.spiersch@uwanns.org

We must obtain this certification from each organization annually.

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

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

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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