Town of North Kingstown, Rhode Island

Department of Public Works
2050 Davisville Road
North Kingstown, RI 02852-1799
Phone: (401) 268-1500
Fax: (401) 267-9036
Web: www.northkingstown.org

October 17, 2016

Dear Contractor:

Applications are now available for Snow Plowing Contractors for the removal of snow on streets and walkways within the Town of North Kingstown for the upcoming 14/15 season. Applications are to be returned to the Highway Division, Department of Public Works, 2050 Davisville Road, North Kingstown, Rhode Island 02852.

NEW: 10% **Early Sign-Up Incentive:**
Properly completed, original, notarized E-Form and all necessary documentation shall be submitted to and received by DPW as described in the enclosed instruction **by 3:30 p.m. on Friday, November 18, 2016.**

The incentive for each inspected vehicle will remain in effect as long as the vehicle is **ready when called**. Vendors must reliably and consistently respond to calls for work from the Highway Division of the North Kingstown Department of Public Works in a timely manner throughout the winter season. If at any time the vehicle is not available, it will lose its incentive for the remainder of the winter season. Should there be extraordinary or extenuation circumstances, the vendor shall demonstrate this in correspondence directed to the Highway Superintendent. Decisions made by the Highway Superintendent will be final.

Once all completed forms are returned, Contractors **must** have each vehicle, or piece of equipment to be used, inspected at the Public Works Facility located at 2050 Davisville Road prior to being called to plow. Contact the Mechanics Shop at 268-1500, x 633 for an inspection appointment. Business hours are Monday – Friday, 7:30 a.m. – 3:00 p.m. **The Town of North Kingstown will only use Contractors whose paperwork is complete and whose vehicles and equipment have passed inspection.**

This packet includes the appropriate forms for completing application process and for billing procedures. Submit all required documents and properly complete all forms.

Should you require further information, please contact Stephanie Travers at 268-1500, ext. 622, Monday - Friday 7:30 a.m. to 3:30 p.m.

Sincerely,

Kim Jones
Public Works Programs Coordinator

TOWN OF NORTH KINGSTOWN
DEPARTMENT OF PUBLIC WORKS
2050 DAVISVILLE ROAD, NORTH KINGSTOWN, R.I. 02852

Owner/Contractor Agreement
2016-2017

Conditions Covering Compensation:

1. Hired equipment shall be required to punch a timecard in and out at the facility reported to. Compensated time will begin only when the hired equipment is on Town time designated by the timecard. **Contractors will be paid for only the equipment or portion thereof that is utilized for any given storm. (Example: If your truck is equipped with a sander and you were not designated as a sander during the storm, you will not be compensated for the sander.)** No compensatory time is allowed for the attachment or detachment of plowing equipment, for travel, stand-by, breakdown or meals. Contractors not calling in down time will be considered ineligible to work for the Town.

2. Hired equipment shall meet minimum safety standards. Safe lighting on all hired equipment must conform to requirements. The Highway Division reserves the right to refuse the use of a piece of hired equipment if it is the opinion of the supervisor that the equipment is not able to do the job. To qualify for approval, vehicle (s) shall pass a pre-season inspection with all equipment attached. Each owner shall maintain a current vehicle registration and legally insure all vehicles/equipment as required by all RI laws and regulations. The owner shall promptly forward a copy of any new or revised registration or insurance of listed equipment to the office of the Superintendent of Highway.

3. Contractor must comply with the applicable provisions of the State Workers' Compensation Insurance. The owner agrees to accept all responsibility for liabilities incurred by the rented equipment during the term of operations to which it is assigned. The owner further agrees that the Town of North Kingstown, the Director, his agents, and employees be held harmless from any and all claims and actions whatsoever that arise from his/her operations.

4. Contractors are required to have a cell phone in vehicle to communicate with base station as a back-up to radios issued by the Town.

5. Contractors are responsible for returning Town issued hand-held radios in operable condition; Contractor will be required to compensate Town for replacement cost of any equipment not returned in said condition.

6. All rates in this Agreement include the equipment, accessories, licensed qualified operators and operating costs, including but not limited to, insurance, registration fees, maintenance, repairs and fuels. All equipment must arrive with fuel, in good working condition, and with all reimbursable accessories functioning properly.

Reporting to Work and Payment Processing:

1. When a contractor is called to start work, they will be offered a minimum of four (4) hours of work. Contractors or their drivers shall "punch-in" within one (1) hour of contractor receiving the call to report. Failure to report within one (1) hour of call-in will negate the four hour minimum guarantee.

2. When a contractor is notified to end work, contractor will be required to immediately return to reporting facility and "punch-out" the timecard.

3. Any contractor providing sanding assistance shall, at the end of each event, return to their designated stockpile and return any used material. Applying excess material onto the roadway as a method of spinning off unused material is not allowed.

4. Timecards will be processed by the Highway Department and its personnel will ensure payments are based upon the approved hourly rates and bonus percentage if applicable.

5. Invoices from the vendor will not be necessary.

6. In the event the contractor's equipment or accessory breaks down during a storm, its hourly rate will be adjusted to reflect only the working equipment and/or accessories.

Safety Requirements:

1. The Federal Highway Administration has regulations that require employers with drivers of commercial vehicles to have an alcohol and drug-testing program in place. The specific provisions of the regulations are highly detailed and legally complex. **Any truck (≥ 26,001 GVW) requiring operator to maintain a CDL will be required to comply with Federal Drug and Alcohol Testing regulations,** which are cited as 49 CFR Part 382 (www.fmcsa.dot.gov/rulesregs/fmcsr/regs/382.htm).

2. In the event that a contractor or operator is involved in an incident (i.e. accident, collision, etc.) while working for the Town, the operator or a representative of the contractor shall notify the Highway Superintendent immediately (in a safe manner). **All incidents** shall be reported to the North Kingstown Police Department (NKPD) so that an Accident Report may be prepared. Following the incident, the operator shall provide DPW with a copy of the accident report. Failure to notify the NKPD and DPW will result in disqualification of contractor for the remainder of the season and termination of the Agreement.

3. Operators are reminded to wear their safety belt at all times and that texting while driving is prohibited. In addition, the use of a mobile phone should be limited as much as possible while operating vehicle/equipment.

4. Operators shall follow, observe and adhere to all applicable State and Federal laws, rules and regulations.

License, Registration and Insurance Requirements:

1. The owner is required to verify the license status of all vehicle or equipment operators and is prohibited from using unlicensed operators in the performance of this Agreement. The contractor is further obligated to report the loss, revocation or suspension of any operator's licenses during the term of this agreement.

2. During the term of this agreement, each owner shall maintain a current vehicle registration for the specified equipment. The owner shall promptly forward a copy of any new or revised registration or insurance of listed equipment to the Highway Superintendent.

3. The contractor shall be in compliance with the applicable provisions of the State Workers' Compensation Insurance. The contractor agrees that the Town of North Kingstown, the Director, his agents, and employees shall be held harmless from any and all claims and actions whatsoever that arise from his/her operations.

4. The contractor is responsible to ensure that all equipment listed in the Agreement is legally insured as required by all RI laws and regulations. Contractor shall be responsible for damage to private property, including but not limited to: landscaping, mailboxes, windshields, etc.

The following forms shall be completed by the Contractor (Owner) and submitted to the Department:

1. The E-Form, listing equipment and accessories that are available for hire by the Town of North Kingstown, using the codes and rates found on the enclosed R-form. The Owner shall sign completed E-Form and have his/her signature notarized. The original E-form shall be submitted to DPW for its use.
2. Enclose copies of valid registration(s) for vehicles
3. Enclose copies of bills of sale, titles or proof of ownership for non-registered equipment.
4. Enclose a valid **Certificate of Liability Insurance (standard form) from your insurance company designating the Town of North Kingstown, 100 Fairway Drive, North Kingstown, R.I. as the holder and also as Additional Insured.** The Certificate of Insurance shall clearly show itemized coverage of commercial insurance coverage for:
   a. General Liability of at least $1,000,000.00 (One million dollars)
   b. Auto Liability of at least $1,000,000.00 (One million dollars)
   c. Worker's Compensation w/waiver of subrogation (if not registered as an Independent Contractor with RIDLT).
5. This office must be notified of any changes made involving vehicles and/or accessories and/or change of address

6. Submit a completed W-9 form

7. Submit copy of driver's license for EACH driver; trucks requiring operator to hold CDL will have to discuss Random Drug & Alcohol Testing Program inclusion.

8. Submit registration as an Independent Contractor with RI Department of Labor and Training, if not previously registered, if required.

9. Completed Contractor Inspection Form.

NO APPLICATIONS WILL BE ACCEPTED UNTIL ALL NECESSARY DOCUMENTS AND FORMS HAVE BEEN PROPERLY FILLED OUT AND SUBMITTED.

For questions regarding application information/process or payments contact Stephanie Travers, Highway Division Clerical Support, Monday, Tuesday or Friday at 268-1500, ext. 622.

****

Town of North Kingstown
Department of Public Works
2050 Davisville Road, North Kingstown, RI 02852
Winter 2016-2017

R-FORM

Hourly Rates for Hired Equipment Used for Snow and Ice Control

Code	Equipment*	Gross Weight Per Vehicle Registration	Hourly Rate
10000	Truck	5,500 - 8,500 GVW[1]	$ 46.55
20000	Truck	8,501 - 10,999 GVW	$ 51.45
30000	Truck	11,000 - 16,000 GVW	$ 55.13
40000	Truck	16,001 - 27,000 GVW	$ 61.25
50000	Truck	27,001 - 36,000 GVW	$ 72.28
60000	Truck	36,001 - 45,000 GVW	$ 75.95
70000	Truck	45,001 - 59,000 GVW	$ 82.08
80000	Truck	59,001 GVW or Greater	$ 86.98
90000	Front End Loader	2.5 CY - 3.9 CY	$ 112.70
100000	Front End Loader	4.0 CY - 5.9 CY	$ 126.18
110000	Front End Loader	6.0 CY or Greater	$ 140.88

Add the Following Amounts to Equipment Rates for These Accessories

Code	Accessory	Add On
001	All-Wheel Drive	$ 8.58
10	Ground Speed Oriented Controls[2]	$ 9.80
100	Plow less than 9.0'	$ 4.90
200	Plow 9.0' - 9.9'	$ 6.13
300	Plow 10.0' - 10.9'	$ 8.58
400	Plow 11.0' or Greater	$ 11.03
500	Power Reversible Plow	$ 2.45
600	Single Wing Plow	$ 24.50
700	Double Wing Plow Combination	$ 42.88
1000	Mat Spreader < 3.0 CY ***	$ 8.58
2000	Mat Spreader 3.0 CY - 5.9 CY ***	$ 14.70
3000	Mat Spreader 6.0 CY - 9.9 CY***	$ 20.83
4000	Mat Spreader 10.0 CY - 13.9 CY ***	$ 24.50
5000	Mat Spreader 14.0 CY or Greater ***	$ 28.18

Notes:

[1] - This size vehicle (Code 10000) must have All-Wheel Drive.

[2] - **You must annually provide an original certificate of calibration showing that this spreader has been calibrated for the truck on which it will be used. The Department will perform periodic inspections for proper application rate.**
Payment will not include this code unless the spreader is calibrated.

*** Manufacturer's water level capacity of body without side boards. Body type spreaders shall be capable of applying various materials at various spreading rates.

Town of North Kingstown
Snow Plow Contractor Application
2016-2017

1. Owner Information (*For Vendor Registration and Payments*)

Name:	John Smith, dba Smith Landscape & Snow Removal		
Address:	999 Main Street (PO Box 604)		
City/Town:	North Kingstown	Zip Code:	02852

If vehicle(s) is/are owned by an individual, you must supply he owner's Social Security Number (SSN):

SSN:	xxx-xx-xxxx

If vehicle(s) is/are owned by a company, you must supply he Employer Identification Number (EIN):

EIN:	

2. Contact Information (*For Application Questions and Storm Assignments*)

Contact Phone Number:	John (Work) - (401) xxx-xxxx
Cell Phone Number:	John - (401) xxx-xxxx
24-Hour Emergency Telephone Number:	John - (401) xxx-xxxx
Email Address:	smithl*s@yahoo.com

3. Vehicle Information (*For Registration and Billing Use*)

Class Code	Make	Year	Registration	Accessory Codes			Hourly Rate
3000	Mack	2005	12345	01	200	1000	$78.42

EXAMPLE SHEET
DO NOT FILL OUT

SEE FOLLOWING SHEET (E-FORM)
FOR APPLICATION

In signing this application, I certify that I have read, understand and agree to comply with any and all directives contained:

Owner's Signature: _____ **Date:** _____

Notary Public: **Date:** _____

Notary Public acknowledges the
Owner's personal signature

E Form

Town of North Kingstown
Snow Plow Contractor Application
2016-2017

1. Owner Information (*For Vendor Registration and Payments*)

Name:

Address:

City/Town: Zip Code:

If vehicle(s) is/are owned by an individual, you must supply he owner's Social Security Number (SSN):

SSN:

If vehicle(s) is/are owned by a company, you must supply he Employer Identification Number (EIN):

EIN:

2. Contact Information (*For Application Questions and Storm Assignments*)

Contact Phone Number:

Cell Phone Number:

24-Hour Emergency Telephone Number:

Email Address:

3. Vehicle Information (*For Registration and Billing Use*)

Class Code	Make	Year	Registration	Accessory Codes			Hourly Rate

In signing this application, I certify that I have read, understand and agree to comply with any and all directives contained:

Owner's Signature: **Date:**

Notary Public: **Date:**

Notary Public acknowledges the Owner's personal signature

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See **Specific Instructions** on page 2.

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

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

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

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 on page 3.

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

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

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? on page 2.

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?* on page 2 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 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, 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 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 *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

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* on page 3 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, list first, and then circle, the name of the person or entity whose number you entered in Part I of 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 in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in 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.

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. 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 this page), 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 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. 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, 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 items 1, 4, or 5 below 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 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), 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)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	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 Regulations 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 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* on page 2.

*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, 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 (TIGTA) 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. 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.

Town of North Kingstown
Department of Public Works
2050 Davisville Road
North Kingstown, RI 02852

Snow Plow Contractor Inspection Form

To be completed by owner

Name:	**Phone No.:**
Address:	**City/Town:**

To be completed by authorized DPW representative

Class Code	Accessory Code(s)				Make	Year	Registration No.	Valid Registration	Valid Insurance	Valid Inspection Sticker	Certificate of Spreader Cal	Cell Phone No

I hereby certify that I, or my designee, have interviewed the Owner/Contractor stated above, and inspected the equipment described on the attached *Vendor Registration Application* page. To the best of my knowledge, all required submittals and conditions of agreement have been met by applicant for assignment.

Signature of Inspector Date