



Educational Outreach

2018 HOST FAMILY APPLICATION

APPLICANT INFORMATION

Form with fields: Last Name, First Name, Home Phone, Work Phone, Cell Phone, Address, City, Zip, Email, Occupation, Spouse's Name, Spouse's Occupation, GE License # (Required), Name on GE License

DEPENDENT INFORMATION

Table with columns: Children living at home, Age, M/F, Children living at home, Age, M/F. Rows 1-3.

HOSTING INFORMATION

Form with questions: Are there any additional people currently living in your home...? Living arrangements for homestay student...? Do you have any pets?...? Do you speak a foreign language...? Do you prefer to host...? Religious preference...

SESSION INFORMATION

Form with questions: Please indicate which session(s) you are available to host: Winter ESL, Summer ESL, Other...? Host Families must be able to provide transportation...? Home Inspection: Preferred Date, Preferred Time...

ADDITIONAL INFORMATION & REFERENCES

Form with questions: Have you worked for BYUH before? Have you been dismissed, asked to resign, or left by mutual agreement...

Table with columns: Name, Position, Relationship to Applicant, Phone#, Years Known. Header: List persons who know your work professionally...

Thank you very much. This application does not guarantee that you will be a host family. Applicants must satisfy all criteria. If you have questions or would like more information, please contact Educational Outreach at (808) 675-3780 or by email at outreach@byuh.edu.

Form with instructions: If mailing, send the application to: Educational Outreach Department, BYU-Hawaii #1963 | Attn: Host Family Program, 55-220 Kulanui Street #1963, Laie, HI 96762. If faxing, fax application to (808) 675-3789, Attention: China & Asia Program Development Coordinator. If emailing, send application to outreach@byuh.edu, Subject: Host Family 2011 Program

FOR OFFICE USE ONLY

Form with fields: Home Visit Date, Completed by, Date Approved

2018 Host Family Agreement

Thank you for your willingness to participate as a host family for BYU-Hawaii's Aloha ESL Program. The focus of this dynamic program allows young ESL students to increase their English proficiency as they combine intensive classroom study with fun in learning American/Hawaiian culture. They are eager to experience what life in an American family is like.

HOST FAMILY RESPONSIBILITIES

1. As a Host Family you agree to do all you reasonably can to **ensure the safety of your ESL students**. Host families are responsible for the well-being of each ESL student (i.e. safety, emotional health, fiscal, etc.).
2. As a Host Family you agree to **supply** your homestay students with **a clean bedroom**, their **own bed**, and **all necessary linens and towels**. (*ESL students may share a bedroom with your child/children but not a bed.*) **Students should be made comfortable and have freedom to use the home and not be confined to a room.**
3. **Laundry facilities** will be provided by the Host Family. You may choose to do the laundry for the ESL students or decide whether the ESL students will do their own laundry. **Please remember that most of the ESL students do not know how to use a washer and dryer. Please take the time to teach them.**
4. The **ESL students will be provided with three nutritious meals each day, as required** (please refer to the program itinerary). EO will provide lunch for the ESL students during the week and when an all-day excursion is scheduled. The Host Family will **provide breakfast and dinner (please refer to the program itinerary).**
5. The Host Family will provide **transportation to and from school**. Please **be punctual to drop off and pick up your ESL students on time. Do not allow your ESL students to walk home alone after dark.** You may choose to arrange a car pool with other host families.
6. Plan to **spend time with your ESL students**, include them in your family activities and conversations and, if possible, **take them on a special outing. Make their stay in the United States a memorable one.**
7. Host Families should **plan to attend orientation, receptions, award ceremonies, and any ESL Program-sponsored dinner or activity** to which they are invited or required to attend. These are important times when all host families and homestay ESL students can enjoy time together.
8. **If you are not in the home, do not allow your ESL student's to stay in your home overnight by themselves. ESL students are not to be left home alone or with a minor.** If you are going to be away overnight and the ESL student is not going with you, please contact **JJ Huang (808) 393-1469**.
9. Host Families agree **not to allow visiting guests to stay overnight** while hosting ESL students at any time.
10. **Host families should not ask your ESL student(s) to babysit for you!**
11. **ESL students are invited and encouraged to attend church services with the family. No pressure** is to be exerted upon ESL students to convert to the religion of the host family, but ESL students are expected to respect the moral standards and religious practices of the family. ESL students who attend church should be encouraged to bring a notepad and make lists of new words they hear each week, to read words and follow along in the hymns, or to take notes. **If questions or concerns arise regarding church attendance, please contact the Program Coordinator.**
12. Host families are responsible for **any illegal actions performed against the ESL student**. In the event there is questionable behavior on the part of a family member, the **ESL student will be removed from the Host Family immediately. Host families should immediately notify JJ Huang at (808) 393-1469 if any problem or emergency arises.**
13. You will receive **a copy of the ESL student's "Homestay Student Agreement at BYU-Hawaii"** which outlines their duties, rules, regulations, and what the Host Family will do for them. **Please review this carefully** (located in **page 4** of your **"ESL Host Family Handbook"**) with the ESL student and both sign as applicable.
14. If you have **any concerns or problems**, you are to **contact the JJ Huang**. Please understand that a ESL student may request a change of homestay family and that the family may request an ESL student to be changed if, after sufficient time has elapsed, they find they are not compatible.
15. The Host Family will receive compensation per ESL student per day. **JJ Huang** will inform you of the date and arrangements for you to receive your compensation. **Payment or fees should not be a topic of discussion with the ESL student.**

I agree to be fully bound by the terms and conditions of participation in the Homestay Program as outlined above.

Signature of the Host Family Representative



Date Signed

BYU-HAWAII HONOR CODE

The Church of Jesus Christ of Latter-day Saints sponsors Brigham Young University-Hawaii in order to provide a university education in an atmosphere consistent with the ideals and principles of the Church. The maintenance of high standards of personal behavior and appearance is essential to the preservation of that atmosphere and to the development of men and women who personify these ideals and principles. By enrolling or accepting employment at Brigham Young University, a person signifies willingness to live in accordance with the following principles, whether on or off campus.

1. I live and will continue to live the law of chastity. This includes abstaining from inappropriate physical familiarity and abstinence from all sexual relations outside the bonds of marriage.
2. I live and will continue to live the Word of Wisdom. This includes abstinence from alcoholic beverages, tobacco, tea, and coffee.
3. I respect and will continue to respect the property rights of others. This includes refraining from stealing, shoplifting, concealment, damage, or misuse of the property of others.
4. I am not involved nor will I become involved in drug abuse. This includes the possession, use, or distribution of any narcotic or dangerous drug (except as prescribed by a licensed medical practitioner), or of drug paraphernalia. Violators will be suspended. (Narcotics and dangerous drugs are used here as defined by applicable law.)
5. I will comply with all University regulations. This includes compliance with rules relating to campus organizations and to the use of University or off-campus housing or other facilities.
6. I respect the personal rights of others and will continue to do so. This includes:
 - a. Not physically or verbally abusing any person and not engaging in conduct that threatens or endangers the health or safety of others. Violators will be suspended.
 - b. Not obstructing or disrupting the study of others; the performance of official duties by University personnel; the teaching, research, disciplinary, administrative, or other functions of the University; or other authorized activities on University premises.
7. I honor, obey, and sustain the law and will continue to do so.
8. I am honest and will continue to be honest in all my behavior. This includes not cheating, plagiarizing, or knowingly giving false information. Honesty in academic conduct is expected of every student. Violations of academic honesty include but are not limited to the following:
 - a. Giving or receiving unauthorized help during an examination.
 - b. Altering without authorization any grade record, or any test or written work after submission for grading.
 - c. Attempting to gain favorable consideration from a professor or an academic committee by misrepresenting the facts.
 - d. Submitting as one's own any academic assignment that is the work of someone else.
 - e. Claiming as one's own the language, ideas, or structure of another, either by failing to cite the source of quoted or paraphrased passages or by failing to distinguish clearly between one's own language and the language of a cited source through the proper use of quotation marks.
 - f. Submitting the same paper or report in more than one course.
 - g. Condoning violations by other students.

When an instructor feels that a student has violated this code by cheating, plagiarizing, or a comparable infraction, the instructor is

obliged by University policy to confront the student. If, after discussion, the instructor confirms the violation, he must fail the student for the course in which the violation occurs and report the student to the University Standards Officer. A student who feels that he or she has been unfairly charged may appeal the instructor's decision to the University Standards Officer.

9. I live and will continue to live the standards of Christian living as taught by The Church of Jesus Christ of Latter-day Saints both on and off campus. This includes Sunday activities consistent with Latter-day Saint ideals; graciousness and consideration for others; and the observance of high principles of honor, integrity, and morality.
10. I observe high standards of taste and decency and will continue to do so. This includes refraining from disorderly, lewd, indecent, or obscene conduct and expression.
11. I will help others fulfill their responsibilities under the Honor Code including the Dress and Grooming Standards.
12. I will observe the University standards of dress and grooming both on and off campus as described below.

BYU-HAWAII DRESS AND GROOMING STANDARDS

GENERAL

The attire and grooming of both men and women must always be modest, neat, clean and becoming to the dignity of a representative of BYUH and The Church of Jesus Christ of Latter-day Saints. Dress and grooming should emphasize appropriateness and cleanliness, avoiding any unusual apparel or physical alterations, such as color or style of hair, which bring undue attention to one's self.

Clothing, including swimming suits, must be modest in fabric, fit, and style (no bikini, two-piece or French-cut styles). Shorts above the knee, swimming suits, sweats, and gym clothes are acceptable wear only in the living and athletic areas. So-called "grubby attire" may be worn only in the immediate areas of residence halls and at informal outdoor activities, but not in dining and classroom areas. Grubby attire includes tank tops, shirts without sleeves or which expose the midriff, sweats and jogging attire, work overalls, medical scrubbies, military camouflage or fatigue outfits, informal lava lavas, and clothes with holes or those which are noticeably frayed, cut off, or patched. Messages and pictures on clothing must be appropriate to LDS standards. Footwear is to be worn in public campus areas (thongs and slippers are permissible).

Acceptable attire will be designated for each student body dance. Attire for all other school activities, including athletic events, should be consistent with these standards and guidelines unless otherwise designated by appropriate authority.

MEN

Slacks or jeans with sweaters, sport shirts with sleeves, ties, sport coats, and blazers are acceptable men's wear. Beards are not acceptable and are defined as noticeable growth that is beginning to look "grubby," which usually means that men will need to shave daily. Under rare circumstances a few students with medical conditions may wear a neatly trimmed beard. Mustaches are not encouraged, but if worn, should not extend beyond, or below the corners of the mouth. Long or bushy sideburns are not acceptable and are not to extend below the bottom of the ear. Men's hair styles should be clean, neat, and trim and should extend less than one-half inch over the ear, and above the collar of a dress shirt in the back. Earrings and excessive jewelry on men are not within the standard.

WOMEN

Dresses, sweaters, or blouses with skirts or culottes, or modest pantsuits or slacks are all acceptable women's wear. A woman's dress, skirt, culottes or slacks are to extend at least to the middle of her knee while she is standing. Clothing above the knee or with slits above the knee is immodest and inappropriate. Similarly, the no-bra look is unacceptable at BYUH. Evening and formal wear may not include low-cut necklines or strapless gowns.

Position Applied for: _____

FOR HR USE ONLY:
Verified with Bishop by: _____
Date: _____

Interviewing Officer should mail completed form to:

HUMAN RESOURCE SERVICES
BYUH# 1969
55-220 Kulanui St.
Laie, HI 96762

Brigham Young University Hawaii
EMPLOYMENT COMMITMENT AND CONFIDENTIAL REPORT
FOR FACULTY/STAFF

Applicant's Name _____
Last First Middle
Address _____
Number & Street City State Zip

Religious Affiliation: LDS Other Specify _____

I. PURPOSE AND DIRECTIONS:

The educational, social and religious mission of Brigham Young University Hawaii (BYUH) requires employees to be committed to the behavioral, moral and spiritual standards expressed in the University's "Code of Honor" and Dress and Grooming Standards in keeping with the teachings of the Church of Jesus Christ of Latter-day Saints. It also requires employees to be role models for the students in the way that they conduct their lives.

To ensure that the prospective employee is fully informed of and committed to the standards expected by BYUH this confidential report should be completed during an interview with the applicant's ecclesiastical leader or by someone approved by BYUH. In the case of members of The Church of Jesus Christ of Latter-day Saints the interview should be with an LDS bishop, branch president, mission president or stake president.

II. APPLICANT'S COMMITMENT:

I agree as a condition of employment at BYUH to abide by, support, and conduct myself in accordance with the following:

- A. If a member of The Church of Jesus Christ of Latter-day Saints I will conduct myself as to qualify for temple privileges
- B. I will adhere to the requirements of the University's Code of Honor and Dress and Grooming Standards copies of which are attached hereto and I will support the University's efforts to enforce these requirements. I recognize that the requirement of the Code of Honor and the Dress and Grooming Standards apply both on and off campus and must be observed 24 hours a day, seven days a week.

Signature _____ Date _____

III. INTERVIEWING ECCLESIASTICAL LEADER OR PRIESTHOOD OFFICER'S ENDORSEMENT:

The University reserves the right to speak directly with the interviewing ecclesiastical leader about matters contained in this report and thus asks that the applicant provide their ecclesiastical leader with a release to speak about matters which might otherwise be protected.

I, the undersigned, hereby authorize my ecclesiastical leader furnishing this report to speak with BYUH about any matter contained herein and in doing so waive any rights or privileges relating to that communication.

Signature _____ Date _____

The above person has applied to work at BYUH. Before proceeding further with this application, we would like to have your recommendation concerning this individual. We seek outstanding employees and therefore feel that each individual should meet the following standards:

(Please check where applicable)

- | | Yes | No | Unknown |
|---|--------------------------|--------------------------|--------------------------|
| A. Accepts and complies with the standards of the University without reservation; | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is presently abiding by the requirements listed in the Code of Honor and Dress and Grooming Standards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is currently a member in good standing, and lives standards of conduct qualifying for temple privileges (If no, explain) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the above criteria: (Please check where applicable)

- I endorse this applicant for employment without reservation.
- I endorse this applicant for employment with reservations.
- I do not endorse this applicant for employment.

NOTE: If the interviewing ecclesiastical leader desires to discuss personal information which may affect the decision to employ the applicant, please check the following box and you will be contacted by a Human Resource Representative:

Name of Interviewing Officer _____ Position _____ Ward/Branch _____

Address _____
Number & Street City State Zip

Stake/Mission _____ Home Phone _____ or Phone _____

Signature of Interviewing Officer _____ Date _____

Email Address _____

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, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	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 Line 1 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
or
Employer identification number

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

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 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, 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.

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” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business 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” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

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, 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 chart below 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 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
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

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, 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 www.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 items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 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 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.

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.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

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 personal 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.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

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
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

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 second 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. 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.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



PEOPLESOFT VENDOR ADD FORM

Requester's Name: _____ Request Date: _____

Vendor Name: _____

Hawaii Tax ID if applicable: _____

Main Address: _____

Mailing address (if different): _____

Remittance address (if different): _____

Contact person: _____

Phone #: _____ Fax #: _____ Other: _____

E-mail address: _____ Payment net term: _____

Additional information: _____

*W-9 form is required; please attach the W-9 form to this request.

For Purchasing Office use only:

Vendor ID#: _____

Job completed by: _____

Date: _____