Township of Millburn
Sarah Oxtoby, Board Secretary
22 East Willow Street
First Floor
Millburn, NJ 07041
Phone: 973-564-7000 x7210

APPLICATION FOR DEVELOPMENT

1. APPLICATION FILING (TOWNSHIP USE ONLY) Date Filed: ___________________

[ ] Planning Board [ ] Zoning Board of Adjustment Completeness Determination Due By: ___________________

Application / Calendar Number: ___________________ Deemed Complete: ___________________

2. PROPERTY INFORMATION

Address: ____ Zoning District: ___________________

Block: ________ Lot(s): ________ Existing Use: ____

Have there been any prior land use applications to the Planning and/or Zoning Board involving the property? [ ] Yes [ ] No

If yes, please provide copies of the resolution(s).

Are there easements, covenants, or other restrictions on the property? [ ] Yes (attach copies) [ ] No [ ] Proposed

3. APPLICANT INFORMATION

Name: ____

Street Address: ____

City, State, Zip Code: ____

Phone Number: _______________ E-Mail: ____________________ Fax Number: __________________

Applicant is a [ ] Corporation [ ] Partnership [ ] Individual [ ] Other ____________________________________

3. OWNER'S INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: ____

Street Address: ____

City, State, Zip Code: ____

Phone Number: _______________ E-Mail: ____________________ Fax Number: __________________

Applicant is a [ ] Corporation [ ] Partnership [ ] Individual [ ] Other ____________________________________

4. OWNERSHIP DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership application must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to comply).

Name: ___________________________ Address: _________________________________ Interest %: _____

Name: ___________________________ Address: _________________________________ Interest %: _____

Name: ___________________________ Address: _________________________________ Interest %: _____

Name: ___________________________ Address: _________________________________ Interest %: _____

5. APPLICANT'S PROFESSIONALS INFORMATION

Applicant Attorney

Name: ____

Street Address: ____

City, State, Zip Code: ____

Phone Number: ________________ E-Mail: ______________________ Fax Number: ____________________

Applicant Architect

Name: ____

Street Address: ____

City, State, Zip Code: ____

Phone Number: ________________ E-Mail: ______________________ Fax Number: ____________________

Applicant Engineer

Name: ____

Street Address: ____

City, State, Zip Code: ____

Phone Number: ________________ E-Mail: ______________________ Fax Number: ____________________

Other Applicant Professionals

Name: ____

Street Address: ____

City, State, Zip Code: ____

Phone Number: ________________ E-Mail: ______________________ Fax Number: ____________________

6. NATURE OF APPLICATION (CHECK ALL THAT APPLY)

[ ] Concept Plan

[ ] Minor Subdivision

[ ] Major Subdivision, Preliminary

[ ] Major Subdivision, Final

[ ] Minor Site Plan

[ ] Major Site Plan, Preliminary

[ ] Major Site Plan, Final

[ ] Amendment to Approved Site Plan

[ ] Use Variance

[ ] Variance, Nonresidential/Multifamily/Mixed-Use

[ ] Variance, 1- and 2-Family

[ ] Conditional Use

[ ] Historic Preservation Commission Review

[ ] Zoning Change Request

[ ] Appeal from Administrative Decision

[ ] Interpretation of Zoning Ordinance

7. BRIEF DESCRIPTION OF APPLICATION

Description should indicate the proposed use, size/intensity of use/structure, hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other pertinent information. Use a separate sheet if necessary.

8. REQUIRED DEVIATIONS FROM ZONING REQUIREMENTS

List below the ordinance section(s) from which variance or design waiver relief is requested, including the required standards and proposed conditions. Descriptions should also stipulate, as applicable:

- The "special reasons" for variance relief as defined by the Municipal Land Use Law to justify granting of a use variance pursuant to N.J.S.A. 40:55D-70.d;
- Any hardships based on the exceptional dimensional, topographic, or other extraordinary situation uniquely affecting a specific piece of property to justify a use variance pursuant to N.J.S.A. 40:55D-70.c, and;
- How relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Township zone plan and zoning ordinance.

Use a separate sheet if necessary.

9. LIST OF REQUIRED APPROVALS, PERMITS, OR LICENSES FROM OTHER MUNICIPAL, COUNTY, STATE, OR FEDERAL BODIES

Descriptions should indicate the status of required approvals, including attachments of applications / approvals to such agencies. Use a separate sheet if necessary.

10. WRITTEN BASIS FOR ANY SUBMISSION WAIVERS REQUESTED FROM APPLICATION CHECKLISTS.

Descriptions should indicate the justification for the waiver request and how the Board will have sufficient information to review and adjudicate the application without the required submission item. Use a separate sheet if necessary.

11. APPLICATION FEES AND ESCROW DEPOSIT CALCULATION (DRZ § 410)

Use the below schedule to determine the applicable application fees and escrow deposits for your application.

Application/Fee Type	Fee Requirement	Calculation
Subdivision Application	Application Fees: • Minor: $250 • Major – Preliminary: $750 + $50 / lot • Major – Final: 50% of preliminary fee Technical Review Escrow Fees: • Minor: $1,250 + $500 / lot • Major – Preliminary: $2,000 + $250 / lot • Major – Final: $50% of preliminary escrow fee	
Site Plan Application	Application Fees: • Minor: $250 • Major – Preliminary: $300, in addition to: o $50 / dwelling unit o $50 / 1,000 SF nonresidential floor area or portion thereof o $100 / acre or portion thereof • Major – Final: 75% of preliminary fee Technical Review Escrow Fees: • Minor: $2,500 • Major – Preliminary: $2,000, in addition to: o $100 / dwelling unit o $100 / 1,000 SF nonresidential floor area or portion thereof o $200 / acre or portion thereof • Major – Final: 50% of preliminary escrow fee	
Variances	Application Fees: • Bulk Variance Pursuant to N.J.S.A. 40:55D-70.c o 1- and 2-family application: $300 for first 3 bulk variances; $150 for each additional bulk variance thereafter. o All other applications: $500 for first 3 bulk variances; $250 for each additional bulk variance thereafter. • Use Variance Pursuant to N.J.S.A. 40:55D-70.d o 1- and 2-family applications: $500 o All other applications: $1,000 Technical Review Escrow Fees: • Bulk Variance Pursuant to N.J.S.A. 40:55D-70.c o 1- and 2-family application: $500 o All other applications: $1,000 • Use Variance Pursuant to N.J.S.A. 40:55D-70.d o 1- and 2-family applications: $1,000 o All other applications: $2,000	

Application/Fee Type	Fee Requirement	Calculation
Other Appeals	Application Fees: • Interpretations and Appeals Pursuant to N.J.S.A. 40:55D-70(a) and (b), and N.J.S.A. 40-55D-68 o 1- and 2-family applications: $300 o All other applications: $500 Technical Review Escrow Fees: • Interpretations and Appeals Pursuant to N.J.S.A. 40:55D-70(a) and (b), and N.J.S.A. 40-55D-68 o 1- and 2-family applications: $750 o All other applications: $1,500	
Conditional Use Application Pursuant to N.J.S.A. 40:55D-67	Application Fees: • $300	
Historic Preservation Commission Application	Technical Review Escrow Fees: • PB/ZBA Application with referral to Commission: $250	
TOTAL	**Application Fees:** **Technical Review Escrow Fees:**	

Make checks payable to: Township of Millburn

A W-9 form must be submitted with all escrow fee checks. When an application involves two or more fee categories, the fee shall equal the total of the fees required for each type of application requested.

12. COPY OF NOTICE

Attach a copy of the Notice which is to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax map, located within 200 feet in all directions of the property which is subject of the application. The notice must specify:

1. The nature of the proposed construction/improvement.
2. Specific variances and/or waivers being requested, including the sections of the Development Regulations and Zoning Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled before the Board for the hearing. An affidavit of service on all property owners and a proof of publication must be prior to the hearing. Samples are attached for the required notice, proof of service of notice, and request for 200-foot property list.

12. CERTIFICATION OF TAXES PAID

Attach a copy of a certification that all property and sewer taxes have been paid for the property, which may be requested from the Tax Collector at druggiero@millburntwp.org. A sample request letter is attached.

13. SITE INSPECTION AUTHORIZATION

I (we) hereby authorize and permit Members of the Millburn Township Planning Board/Board of Adjustment, Township Officials, and Township Consultants to make on-site inspections of the subject property in connection with this application.

Signature of Owner or Agent:

____ Date: ___/___/_____

Print Name of Owner or Agent:

____

14. CERTIFICATION

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true.

Signature of Applicant or Agent:

____ Date: ___/___/_____

Print Name of Applicant or Agent:

____

Signature of Owner or Agent (if different from Applicant):

____ Date: ___/___/_____

Print Name of Owner or Agent (if different from Applicant):

____

NOTE: Affidavit of ownership or owner's signed authorization to submit application must be provided with application.

Township of Millburn — 22 East Willow Street — Millburn, NJ 07041
Sarah Oxtoby, Board Secretary — First Floor — Phone: 973-564-7000 x7210

APPLICATION CHECKLIST OF MANDATORY SUBMISSION ITEMS

The following items are required for submission of a complete application to the Planning Board or the Zoning Board of Adjustment. Some items may not apply to all applications. The applicant may request that certain submission items be waived by the Board. This checklist contains a summary of the requirements specified in the Development Regulations and Zoning Ordinance of the Township of Millburn.

A. ALL APPLICATIONS	**PROVIDED**	**WAIVER REQUESTED**	**NOT APPLICABLE**
1. A complete application form, including:			
a) Application and fee form submitted (Planning Board: 18 copies | Zoning Board: 12 copies (18 SP/Sub.)			
b) Application fee paid			
c) Consent of Owner			
d) Ownership Disclosure for Corporations & Partnerships			
e) Copies of any prior Planning / Zoning Board resolutions			
f) Copies of any existing easements, covenants, or deed restrictions			
g) Calculation of application and technical review escrow fees			
h) Copy of notice **(Attachment A)**			
i) Certificate of taxes paid **(Attachment B)**			
2. Proof of utility service / will-serve letter			
3. List of properties/property owners within 200 feet of subject property. **(Request Form under Attachment C)**			
4. Proof of service of notice **(Attachment D)**	Required at Hearing		
5. Site Photography			
6. Historic Preservation Committee memorializing resolution, if property is within designated historic district/site.			
7. Digital copy of all plans and application materials (optional for 1- and 2- family applications)			

B. ALL PLANS (SUBDIVISIONS & SITE PLANS)	**PROVIDED**	**WAIVER REQUESTED**	**NOT APPLICABLE**
1. Plans at permitted scale (below), unless otherwise specified. a. Permitted scales: 1" = 10', 1" = 20', 1" = 40', 1" = 50'			
2. Survey Map by licensed Professional Land Surveyor a. Show all existing and proposed structures, buildings, impervious areas, drainage facilities, etc.			
3. Steep Slope Identification & Disturbance pursuant to DRZ-608.6. via topographic survey.			
4. Map depicting the official Township tax map sheet including the property and properties within 200 feet and list of owners of such properties, at a scale of 1" = 100'.			
5. Sustainability checklist form pursuant to DRZ-531.3 **(Attachment E)**			
6. All Map(s)/Plan(s) depicting the following details:			
a) Title block – lot and block number; name, phone number, & address of Applicant & Owner			
b) Signature block – Board Chairman, Board Secretary, & Board Engineer			
c) Lot lines, metes & bounds descriptions			
d) North arrow			

B. ALL PLANS (SUBDIVISIONS & SITE PLANS)	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
e) Graphic scale			
f) Zoning district & data			
g) Date of original drawing and revisions			
h) Existing and proposed streets and street names and right-of-way lines pursuant to DRZ-528			
i) All existing principal & accessory structures, curbs, driveways, water bodies, and wooded areas on and within 100 feet of the site			
j) Existing and finished grade elevations at all corners & building entrances for all existing & proposed principal & accessory structures on the site			
k) Location & description of existing and proposed monuments			
l) Location & description of existing and proposed easements			
m)Area of proposed improvements – to within 1 square foot			
n) Setback dimensions & dimensions of all improvements			
o) Existing structures to be removed or altered			
7. Circulation Plan			
a) Sidewalks pursuant to DRZ-522 & bikeways			
b) Site triangles pursuant to DRZ-523			
c) Pavement arrows & striping			
d) Parking & loading areas & circulation facilities pursuant to DRZ-516			
e) Electric Vehicle Supply Equipment pursuant to DRZ-607.6			
f) Traffic regulation signs			
8. Landscape Plans			
a) Existing and proposed wooded areas			
b) Buffer areas			
c) Walls, retaining walls, & fencing			
a) Any trees 10" diameter or greater to be removed pursuant to § 11-15			
9. Street Graphics (signage) Plan pursuant to DRZ-609.10, including existing signage as applicable			
10. Grading & Drainage Plan pursuant to DRZ-507 (Drainage) and DRZ-608.7 (Grading – for all lots with proposed disturbance of steep slopes)			
11. Facilities Plan			
a) Open space			
b) Common property			
c) Solid waste disposal facilities, including recyclable materials for multifamily housing developments pursuant to DRZ-519			
12. Building Plans – at scale between 1/4" = 1' and 1" = 10'			
a) Floor Plans – Including square footage by use category to within 1 square foot			
b) Architectural elevations, including materials, colors, dimensions, & signage			
c) Number of residential dwelling units			
d) Location & type of any affordable housing unit, as required by DRZ-501			

B. ALL PLANS (SUBDIVISIONS & SITE PLANS)	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
13. Construction details for improvements, including but not limited to:			
a) Paving & sidewalks			
b) Striping			
c) Signage			
d) Bicycle facilities			
e) Drainage			
f) Wall & ceiling assemblies			
g) Walls & fences			
h) Landscaping			
i) Lighting			

C. SUBDIVISION & MAJOR SITE PLAN APPLICATIONS	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
1. Environmental Impact Statement pursuant to DRZ-509			
2. Stormwater Management Plan pursuant to DRZ-525, including existing & proposed runoff and drainage calculations			
3. Map(s) depicting the following Plan details (in addition to those Map/Plan details required in Checklist B):			
4. Contours: 2-foot intervals – existing & proposed on and within 100 feet of the site			
5. Stormwater & Environmental Plan			
a) Map / survey map depicting environmentally constrained land on site including where necessary floodplain areas, wetlands, wetlands buffers, stream and state open waters, steep slopes and other areas specified Ordinance Section 509.2			
b) Wetlands: Letter of Interpretation or exemption from NJDEP			
6. Circulation Plan			
a) Acceleration/Deceleration Lanes			
b) Turning diagrams & emergency vehicle access			
7. Lighting Plan pursuant to DRZ-512 and DRZ-527, including light standards, fixture types, mounted height, intensity, temperature, angle, and direction			
8. Landscape Plan			
a) Individual trees outside wooded area greater than 6" diameter			
b) Street trees pursuant to DRZ-521			
c) Shrubbery			
d) Lawn areas			
e) Ground cover			
f) Species and caliper/volume of plantings			
9. Utilities Plan pursuant to DRZ-511, DRZ-518, and DRZ-520, including gas, electric, telecommunication, domestic water, fire protection water, & sewer lines			
10. Soil erosion & sediment control plan pursuant to DRZ-524			
11. Streetscape elevations of proposed buildings and buildings immediately adjacent to proposed buildings			

D. VARIANCE APPLICATIONS	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
1. Layout Plan			
a) Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures			
b) Complete floor plans and elevation plans of proposed principal building (or existing building if to remain)			
c) Materials & colors of proposed façade treatments on elevation plans			
2. Steep Slope Disturbance Variance: Grading / Drainage Plan with Steep Slope Identification & Disturbance via topographic survey pursuant to DRZ-608.6 and DRZ-608.7.			
3. Tree Removal: Any trees 10" diameter or greater to be removed pursuant to § 11-15			
4. Dimensional Variance **(Attachments F, G):**			
a) Setback or Height Variances: Setback dimensions & dimensions of all improvements			
b) Floor-Area Ratio or Coverage Variances: Area of proposed improvements – to within 1 square foot			

• Denial Letter (if applicable)			

NOTICE OF HEARING
Planning Board
of the Township of Millburn, New Jersey

Take notice that ____ has made an application to the Millburn Township Planning Board in connection with the (construction)(alteration)(maintenance)(conversion) of a ____________________________ on property in Millburn Township, located at ____, Block __________, Lot ___________, which requires the following (bulk variance)(use variance) relief, (minor)(preliminary)(final)(site plan)(subdivision)(waivers)[cross out inapplicable sections]:

[DESCRIBE THE NATURE OF THE VARIANCES OR APPROVALS SOUGHT IN PLAIN LANGUAGE AND INCLUDE THE RELEVANT SECTIONS OF THE TOWNSHIP ZONING ORDINANCE]

____

____

____

____

The Applicant may also seek other variances and waivers as the need may arise during the course of the hearing on this Application. The matter is now App. #____________________ on the Secretary's calendar, which is scheduled for a hearing on ________________________, 20______at 7:30 P.M. at Millburn Board of Education, Education Center Building, 434 Millburn Avenue, Millburn, NJ. All documents relating to this application are on file in the office of the Secretary of the Board daily between the hours of 8:30 AM – 3:30 PM, Monday through Friday at the temporary Town Hall location of **22 E. Willow Street, Millburn**. Documents can also be viewed on the Township website (https://twp.millburn.nj.us) Planning Board page.

____
Applicant

This Notice shall be published in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality at least 10 days prior to the date of the hearing, and proof of publication shall be given to the Secretary/Clerk of the Board at least one (1) day before the hearing date.

NOTICE OF HEARING
Planning Board
of the Township of Millburn, New Jersey

Take notice that ______________________________________ has made an application to the Millburn Township Planning Board in connection with the (construction)(alteration)(maintenance)(conversion) of a ______________________ on property in Millburn Township, located at ______________________________________, Block __________, Lot __________, which requires the following (bulk variance)(use variance) relief, (minor)(preliminary)(final)(site plan)(subdivision)(waivers)[cross out inapplicable sections]: **[DESCRIBE THE NATURE OF THE VARIANCES OR APPROVALS SOUGHT IN PLAIN LANGUAGE AND INCLUDE THE RELEVANT SECTIONS OF THE TOWNSHIP ZONING ORDINANCE]**

____

____

____

____

The Applicant may also seek other variances and waivers as the need may arise during the course of the hearing on this Application. This notice is sent to you as an owner of property within 200' of the subject property. The matter is now App. #__________________ on the Secretary's calendar, which is scheduled for a hearing on ______________________, 20_____at 7:30 P.M. at Millburn Board of Education, Education Center Building, 434 Millburn Avenue, Millburn, NJ. All documents relating to this application are on file in the office of the Secretary of the Board daily between the hours of 8:30 AM – 3:30 PM, Monday through Friday at the temporary Town Hall location of **22 E. Willow Street, Millburn**. Documents can also be viewed on the Township website (https://twp.millburn.nj.us) Planning Board page.

____
Applicant

This notice is to be personally served or sent by certified mail to all persons entitled to notice at least 10 days before the hearing date. The Affidavit of Proof of Service with copies of the Notice sent by the applicant and the list of persons who were served must be submitted to the Board Secretary at least two days before the hearing date.

Township of Millburn – Planning Board/Board of Adjustment
TAX AND ASSESSMENT PAYMENT REPORT

Calendar # ____ Date ______________________________

Under provisions of New Jersey Statutes, N.J.S.A. 40:55D-39C and N.J.S.A. 4:55D-65h, an applicant for development of land must submit proof that no taxes or assessments for local improvements or local taxes are due or delinquent on the property stated below.

Applicant will complete Section I of this form in duplicate and submit them with his application for development. The Administrative Officer will forward two (2) copies to the Tax Collector for verification that no delinquent taxes or assessments are due. One (1) signed copy of this form will be retained by the Tax Collector and one (I) copy placed in the Applicant's file.

Section I (completed by applicant)

I, ____________________________________ of ____
(name) (address)

am making an application to the Planning Board/Board of Adjustment for the ____

____of Lot(s) ______________________________

Block______________ , located at ____
(address)

Whose owner of record is ____
(name)

____
(address)

I, therefore, request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Date: ____________________________ Applicant's Signature_______________________________________

Section II - Completed by Tax Collector

I, Donna Ruggiero, Tax Collector of the Township of Millbum, find that Lot(s) ____________________________

Block ______________ , better known as (address) ____

( ) All taxes have been paid
( ) All assessments due have been paid
( ) The following are delinquent and due ____

____________________ ____
Date Donna Ruggiero, Tax Collector

Attachment B

Planning Board/Board of Adjustment – Millburn, New Jersey
SAMPLE REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200 FEET AND OTHERS ENTITLED TO NOTICE OF AN APPLICATION

Date: ______________________________

The Administrative Officer
The Township of Millburn Planning Board/Board of Adjustment
Millburn Town Hall
22 E. Willow Street
Millburn, NJ 07041

In accordance with C.40:55D-12(c), written request is hereby made for a certified list of property owners from the current tax duplicates of names and addresses of owners of property within 200 feet of block ________________________Lot(s) ______________________ also known as address ____ whom I am required to give notice under C.40:55-12(b) and Township Ordinance.

Enclosed please find a sum not to exceed \$.25 per name, or \$10.00, whichever is greater, to cover the cost of the certified list.

Sincerely,

By: ___________________________________

Address: ______________________________

____

Interest: ______________________________

Date Received: _____________________

Amount Paid: ______________________

By: ______________________________

Planning Board/Board Of Adjustment – Millburn, New Jersey

AFFIDAVIT OF PROOF OF SERVICE

Calendar No. ___________

____ of full age, being duly sworn according to law, deposes and says, that they reside at ____, in the County of ________________, and State of ____________________________that they are the applicant in a proceeding before the Millburn Township Planning Board/Board of Adjustment scheduled for the__________________________, 20______ meeting, and which has the Calendar No.________ and relates to Property located at ______________________________, Block _________, Lot ________; that they gave written notice of this proceeding in the required form to all of the persons entitled to notice as required by law as set forth on the attached list and in the manner stated on _______________________,20_____. **A true copy of the Notice and the names and addresses of those so notified are attached to this affidavit.**

____

Applicant's Signature

Sworn to before me, this ____ day of

_______________, 20______

____

(Notary Public)

<u>STATUTORY REQUIREMENTS CONCERNING PUBLIC NOTICE</u>

Statutory requirements concerning public notice are set forth in Sections 7.1 and 7.2 (N.J.S.A. 40:55D-II, 12,14) of the Municipal Land Use Law, Chapter 291, Laws of N.J. 1975). These requirements are also listed on the Notice Procedures form given to the applicant when he receives his list of property owners within 200 feet.

NOTICE IS A JURISDICTIONAL REQUIREMENT. PROOF OF SERVICE OF NOTICE REQUIRED BY LAW MUST BE FILED WITH THE BOARD AT LEAST TWO DAYS PRIOR TO THE HEARING DATE OR THE CASE WILL NOT BE HEARD.

SUSTAINABILITY CHECKLIST FORM

	APPLICANT	TOWNSHIP
		OK (Date)
SUSTAINABLE BUILDING AND DESIGN STANDARDS		
Name of LEED Accredited Professional working on project		
List of Energy Star and WaterSense appliances, fixtures and construction techniques		
List of green and recycled building materials in new construction, renovation, and maintenance		
Waste Management Plan for recycling and/or reuse of 60 percent of all construction and demolition of waste generated in projects larger than $25,0000		
Use of any water efficient landscaping		
Use of any on-site renewable energy systems such as: Solar Wind Geothermal		
Details of roofing materials designed to reduce the urban heat island effect such as: Construction of roof top gardens to reduce solar gain in summer and insulate in winter Use of roofing materials that are no darker than a light gray or demonstrate how alternate roofing materials reduce the urban heat island effect		
Details of any sustainable stormwater systems employed such as: Bioswales/ raingardens Permeable surfaces Grey water systems Retention and detention facilities Continuous trenching		
A list of native and well adapted species used in landscaping to eliminate the need for fertilization and pesticides		
Details of energy efficient HVAC equipment		
Details of building envelope efficiency such as insulation beyond code requirements, air sealing and advanced framing techniques		

Note: Please indicate for each of the sustainable building/design items listed, the extent to which the measure is being incorporated in the project; or, alternatively, indicate the reason(s) why it is not being incorporated in the project.

Planning Board/Zoning Board of Adjustment – Millburn, New Jersey

SUMMARY OF VARIANCES REQUESTED

App/Cal. # ______________________

Applicant: ______________________

Zoning District: ______________________

Forms Completed by: ______________________

Date Completed: ______________________

Variance Name and Type (1)	Municipal Ordinance Section (2)	Existing Usage (3)	Proposed Usage (4)	Maximum Allowed or Minimum Permitted By Ordinance (5)	Extent of Variance ** (6)
Example #1 Side Yard Setback c Variance*	606.2e1(e)	19 ft.	14.7 ft.	15 ft.	.3 ft
Example #2 Residential d Variance*	606.2b	Residence	Residence/ Office 606.11b	Single Family Dwelling	Medical Usage To Be Added
SHOW COMPLETE INFORMATION BELOW. SEE TWO EXAMPLES ABOVE					

*** Refers to the Municipal Land Use Law, Chapter 291, Laws of N.J. 1975, 40:55 D-70c or d**
**** Difference between (4) and (5).**

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.