

LANGUAGE SERVICES AGREEMENT

This AGREEMENT (the "Agreement") is made and entered into on ("Effective Date") by and between _____ and Language Network, Inc and its subsidiaries (The Language Exchange, Inc.) referred to as ("Language Network").

Recitals

WHEREAS, "**CLIENT**" has entered into a contract with Language Network, a language service provider.

WHEREAS, "**CLIENT**" has agreed under the terms establish herewith to engage the services of linguists to perform language services, including, but not limited to, in- person interpretation, telephone interpretation and document translation; and

WHEREAS, "**CLIENT**" desires to engage Language Network to perform language services; and

WHEREAS, Language Network desires to enter into this Memorandum of Understanding (MOU) to perform such interpreting and translation services according to the terms and conditions of this Agreement;

NOW THEREFORE, the parties agree as follows:

TERMS AND CONDITIONS

1. Nature of the Service: Language Network will provide interpreting/translating services as required by "Client"
2. Term of Agreement: This agreement will become effective upon signing of both parties, and will continue in effect unless terminated, with or without cause, upon thirty days written notice by either party. We retain the option to increase rates 3% annually, beginning one year from the date of contract execution.
3. Charges, Invoices and Payment: In consideration of these services, "CLIENT" will pay Language Network the amount in the manner set forth in the rate schedule. Payment is due within 30 day of the invoice date. Late payment will be subject to penalties equating to 5% of the invoice amount.
4. Privacy of Communication: The linguist shall keep all information that they may come across in the course of their work confidential and will not communicate it to a third party.
5. Arbitration: Any dispute, claim or controversy arising out of or relating to this Agreement shall be settled by a binding arbitration in accordance with the rules and regulations of the Judicial Arbitration and Mediation Services ("JAMS"). Arbitration shall be before a single arbitrator who shall be a retired judge of the State of California or State of Washington. Any award shall be final and binding upon the parties and judgement upon any such award may be entered in any court having jurisdiction thereof.

The fees and expenses of the arbitrators shall be borne equally by the parties. Each party shall pay its own fees and costs relating to any arbitration proceeding, including attorney's fees.

6. HIPAA/HITECH/FERPA Compliance: Language Network is fully compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)/Health Information Technology for Economic and Clinical Health (HITECH) guidelines for healthcare transactions and Family Educational Rights and Privacy Act (FERPA) for academic transactions.

7. Miscellaneous Provisions:

7.3. Entire Agreement: This Agreement, including any Exhibits attached hereto, is the entire agreement between two parties hereto relating to the subject matter addressed herein and supersedes all prior representations, promises or agreements, whether oral or written.

7.4. Amendments: This Agreement may not be amended absent a written agreement by the parties, except that "**CLIENT**" may provide of a proposed amendment to this Agreement and Language Network shall be deemed to have accepted the proposed amendment unless Language Network provides "**CLIENT**" with written notice rejecting the proposed amendment within fifteen (15) days of receiving such notice.

7.5. Governing Law: This Agreement shall be interpreted and construed in accordance with the laws of the State of California.

7.6. Notices: Any notice required to be provided under this Agreement shall be sent by United States Postal Service, postage prepaid, return receipt requested.

ACCEPTANCE:

Your signature below indicates acceptance of this agreement , and entrance into an agreement with Language Network beginning on the date of signature.

Client:

Language Network, Inc/The Language Exchange, Inc:

Signature: _____

Signature: _____

Name & Title: _____

Name & Title: _____

Date: _____

Date: _____

Client Account Information

Company Name

Billing Contact Person: Responsible for billing correspondence for invoices, billing, and payment inquiries.

Contact Name

Title

Billing Email 1:

Billing Email 2:

Billing Address

City

State

Zip

Phone

Fax

Communication Contact Person: Responsible for communication correspondence involving training resources, messaging, urgent notification, etc.

Contact Name

Title

Email:

Phone

Fax



CAPABILITIES OVERVIEW

Language Services You Can Trust



The Language Network

Difference

Language Network began as a single Spanish interpreter in Orange County, California in 1990. We have continued to listen to our clients to solve their challenges with language barriers and as their needs grew, so did we. Today, we are a full-service language solutions company with a vast network of linguists, partnering with organizations across the entire state of California and Washington. Our language services include translation, interpreting, and consulting in over 200 languages.

Our Vision



To be the West Coast's most trusted provider of language solutions by maximizing client satisfaction and positively impacting the organizations we serve.

Our Mission



To enrich the communities we serve by enabling cross-cultural communication with dependable and accurate language solutions.

Professional Memberships

• American Translators Association (ATA) • Association of Language Companies (ALC) • California Healthcare Interpreter Association (CHIA)

Our Values

Humility

No egos! We all have a job to do and to do it with a great attitude and partnership.

Enthusiasm & Empathy

Positive attitude in and out of the office. Empathetic to the needs of our customers, interpreters and colleagues.

Adaptable

Flexible, open to change, and most of all seeks continuous improvement on all levels

Respect

Demonstrate respect for the diverse cultures and people we work with and for

Take Action

Solve problems and take initiative without being asked.

“

Our goal is to increase an organizations ability to access language support at the time it is most needed and enable seamless communication across linguistic and cultural barriers.

”

-Jordan Evans, CEO & President

AVAILABLE SERVICES

TRANSLATION

Access to certified and professional document translations. Cultural relevance is important, maintaining the meaning of your message through translation so your intentions are conveyed accurately to your consumers. Our quality control process makes sure your translation reads smoothly and is free of grammatical errors. We provide you with print-ready material to allow you easy distribution.

ON-SITE INTERPRETING

Over 4,000 highly qualified interpreters are ready to meet your needs. Interpreters we work with provide quality and culturally sensitive interpretations to help you comply with regulations and reduce risk. Whether you have a meeting or conference that requires a single interpreter, or a larger setting that requires interpreting equipment for multiple attendees, we've got you covered.

REMOTE INTERPRETING

Over-the-phone and video-remote interpreters are available to you on-demand, within minutes, to help facilitate a conversation. This easy and cost-effective form of interpreting is a great way to help your multilingual interactions run as smoothly as possible. This is an especially effective form of interpreting for last-minute or rare language requests. Others have loved using our remote services due to our excellent customer service and quick availability.

HOW TO REQUEST SERVICES

Document Translation:

Email your document files and the language(s) needed to translation@languagenetworkusa.com, along with any special instructions you may have. We will then provide you with a quote based on the language(s) requested and word count. Once you have approved the quote, we begin translation which has a 5-7 day turnaround time.

On-Site Interpreting:

Please allow 5 business days advance notice to schedule an interpreter, or longer for more rare language requests. Email appointment requests to staff@languagenetworkusa.com or call (949) 733-2446 with the information below:

1. Requester's Name (Your Name), Company Name
2. Appointment Date, Time, and Expected Duration (#of Hours Needed)
3. Location of Assignment: Address, Name of Building, Room or Suite #
4. Type of Appointment
5. Language Needed
6. Name of contact person & their phone number
7. Name of the Consumer
8. Any other reference fields

Over-the-Phone Interpreting:

Over-the-phone interpreting available on-demand 8am-5pm. Dial our office (949)-733-2446 and request a phone interpreter. Provide our team with the information listed above (#1-8) and an interpreter will be provided within minutes of calling.

Set up an account for access to a 24/7 line of video-remote interpreters. Email staff@languagenetworkusa.com or call to request to set up an account.

INTERPRETER CREDENTIALS

Each interpreter in our large network has to go through an extensive qualification process before working with us:

Initial Screening:

When looking for our interpreters, we first look at their resume for the required skills and a minimum of three years professional experience in relevant settings.

Language Proficiency:

Next, we review their qualifications, verifying relevant and necessary certifications for medical, legal, or administrative settings.

Certifications that many of our interpreters have include but are not limited to:

- *State Court and Administrative Certification*
- *Federal Court Certification*
- *Medical Certification*

Professional Audit: Once they have met all our qualifications, each interpreter is then required to complete a number of further qualifying tasks. They each must:

- *complete and clear a background check*
- *provide proof of eligibility to work in the United States*
- *provide proof of certifications*
- *carry any and all insurances in compliance to state laws*



TRANSLATION PROCESS

To ensure validity and cultural relevance, our translated documents go through a thorough process:

STEP 1: Translation

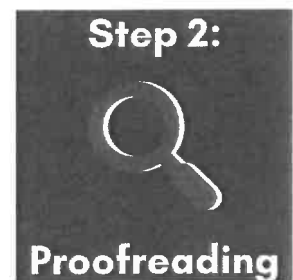
First, your documents are given to a hand-picked translator, best suited for the job, to provide a seamless translation. They then translate the documents, keeping the intentions and meaning of the pieces in mind and providing a culturally relevant translation.

STEP 2: Proofreading

After the first translator completes the translation, your documents are given to a second translator. This translator proofreads the completed translation to ensure there are no mistakes or misinterpretations and provides edits if needed.

STEP 3: Quality Assurance

Once the documents have been accurately translated and checked for any language or cultural errors, they are sent to the project manager. The project manager assures the high quality of the translation job and that the files are printable and ready to go.



After the translation process is complete, the documents will be returned to you. If you notice a problem or would like any revisions, we send them back through the process.

LIST OF LANGUAGES

- Amharic
- Amoy
- Arabic
- Armenian
- Azerbaijani
- Belarusian
- Bengali
- Bikol
- Bosnian
- Brazilian Portuguese
- Bulgarian
- Burmese
- Canadian French
- Cantonese
- Catalan
- Cebuano
- Cham
- Chamorro (Guam)
- Chinese
- Chinese-Simplified
- Chinese-Traditional
- Chiu Chow
- Chow Jo
- Croatian
- Czech
- Danish
- Dari
- Dinka (Sudan)
- Dutch
- English
- Estonian
- Faroese
- Farsi
- Fijian
- Finnish
- Flemish
- French
- French Creole
- Fukienese
- Georgian
- German
- Greek
- Gujarati (India)
- Hainanese
- Haitian Creole
- Hakka (China)
- Hebrew
- Hindi
- Hmong
- Hungarian
- Ibo (Nigeria)
- Icelandic
- Ilocano
- Ilongo
- Indonesian
- Italian
- Japanese
- Kazakh
- Khmer (Cambodia)
- Kinyarwanda
- Kirundi
- Kmhmu (Laos)
- Korean
- Kurdish
- Laotian
- Latvian
- Lithuanian
- Macedonian
- Malay
- Malayalam
- Mandarin
- Mandinka
- Marathi (India)
- Marshallese
- Mien
- Mongolian
- Navajo
- Nepali
- Norwegian
- Nuer (Nilo-Saharan)
- Oromo (Ethiopia)
- Palau
- Pampangan
- Pangasinan
- Pashtu
- Polish
- Portuguese
- Punjabi
- Quechua
- Romanian
- Russian
- Samoan
- Serbian
- Shanghainese
- Sherpa
- Shona (Zimbabwe)
- Slovak
- Slovenian
- Somali
- Spanish
- Swahili
- Swedish
- Tagalog
- Taishanese
- Taiwanese
- Tamil
- Thai
- Tibetan
- Tigrigna (Ethiopia)
- Tongan
- Trukese (Micronesia)
- Turkish
- Turkmen
- Ukrainian
- Urdu (Pakistan)
- Uzbek
- Vietnamese
- Visayan
- Wolof
- Xhosa
- Yoruba
- Zulu

ORGANIZATIONS THAT WE SUPPORT



LAGUNA BEACH
UNIFIED SCHOOL DISTRICT



HUNTINGTON BEACH
UNION HIGH SCHOOL DISTRICT



Newport-Mesa
Unified School District



UNIVERSITY of WASHINGTON

"We utilize Language Network for document translation of newsletters, notices, articles, and mailers. The translation services have always been completed on time. I highly recommend Language Network!"

- City Clerk, California City

"The best small business in the State of Washington, bar none!"

- Judicial Assistant, WA

"They provide us with the best quality service by far. Their interpreters are courteous, well-mannered, on-time, and professional. I recommend them for any interpreting needs."

- Social Services Administrator, Orange CA

"I LOVE doing business with The Language Exchange. Each and every time is a pleasant experience and your customer service is the best I've ever received."

- Board of Industrial Insurance Appeals, WA

"As Director of English Learner service programs in a public school district, I have found the translation and interpreting services of Language Network to be INDESPENSIBLE...We can always count on Language Network to provide skilled, reliable, and pleasant translators at a reasonable cost."

- Director of English Learners Program, CA



Standard Rate Sheet (2021-2022)

Translation and Interpreting in 200+ Languages

Interpreting Rates- Consecutive

| Consecutive Interpreting- On-Site | | Unit | Minimum Charge |
|-----------------------------------|-------|----------|----------------|
| Tier 1 Languages: Spanish | \$89 | Per Hour | 2 Hours |
| Tier 2 Languages | \$129 | Per Hour | 2 Hours |
| Tier 3 Languages | \$149 | Per Hour | 2 Hours |
| American Sign Language (ASL) | \$109 | Per Hour | 2 Hours |

Interpreting Rates- Simultaneous

| Simultaneous- Seminar/Group Interpreting | | Half Day | Full Day |
|--|--|----------|----------|
| Tier 1 Languages: | | \$350 | \$550 |
| Tier 2 Languages | | \$550 | \$850 |
| Tier 3 Languages | | \$750 | \$1,250 |

Over-the-Phone Interpreting

| Over the Phone Interpreting | | Unit | Minimum Charge |
|-----------------------------|--------|------------|----------------|
| Spanish | \$1.29 | Per Minute | 15 Minutes |
| All Other Languages | \$1.49 | Per Minute | 15 Minutes |

*Services Available on-demand 24/7/365

Video-Remote Interpreting

| Video Remote Interpreting - Pick your Platform- Pre-Scheduled | | Unit | Minimum Charge |
|---|-------|----------|----------------|
| Tier 1 Languages: Spanish | \$89 | Per Hour | 2 Hours |
| Tier 2 Languages | \$129 | Per Hour | 2 Hours |
| Tier 3 Languages | \$149 | Per Hour | 2 Hours |
| American Sign Language (ASL) | \$109 | Per Hour | 2 Hours |

T: 949.733.2446 | www.languagenetworkusa.com

Office Hours: 8am-5pm PST Monday-Friday

Interpreting Requests: staff@languagenetworkusa.com

Translation Requests: translation@languagenetworkusa.com



Interpreting Equipment

| | | |
|------------------------------------|-------|----------|
| Headset and Receivers (Minimum 20) | \$8 | Per Unit |
| Transmitter | \$100 | Per Unit |

Document Translation

| Translation (Translation, Edit, and Proof) | | Unit- Source Word | Project Minimum |
|--|------|-------------------|-----------------|
| Tier 1 Languages: Spanish | 0.14 | Per Word | \$100 |
| Tier 2 Languages | 0.21 | Per Word | \$100 |
| Tier 3 Languages | 0.30 | Per Word | \$100 |

Support and Multimedia Services:

| | | | |
|---------------------------------------|--|------|------------|
| Desktop Publishing/Formatting | | \$40 | Per Hour |
| Audio Transcription (Voice) | | \$10 | Per Minute |
| Multimedia File Format and Conversion | | \$65 | Per Hour |

Additional Terms:

**2hour minimum fee applies to onsite interpreting. Each hour after 2 hours is billed at prorated hourly rate. Hourly charge will commence from interpreter's initial arrival to interpreter's final departure. Anytime thereafter will be billed in 15 minute increments. Half day is defined as 0-3 hours and Full day is defined as 3-6 hours. Anytime thereafter will be billed in 15 minute increments. Anytime thereafter will be billed in 30 minute increments.*

**For scheduled video remote calls late cancellation, 100% cancellation fee applicable for the time scheduled.*

**Rate Exceptions: Depending upon the availability of interpreter and languages of lesser diffusion, rates may need to be altered accordingly. Rates for On-site-interpreters in States other than California (including Central and Northern California) may vary. Every effort is made to keep within rates mentioned above. I*

**Additional Charges: Mileage may be billed at \$.56/mi round trip from interpreter's location to site. Parking fees, tolls, entrance fees to be reimbursed.*

**Cancellation and Patient/Provider No-Show Policy: 100% Cancellation Fee if appointment is cancelled less than 24 hours (business day) before appointment. The interpreters are allocated time for your assignment alone, therefore cancellation notifications less than 24 hours (business day) must be billed.*

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Language List:

| |
|--------------------------|
| Tier 1 Languages: |
| Spanish |

| |
|------------------------|
| ASL Tier: |
| American Sign Language |

| | | | | | |
|--------------------------|------------------|-----------------|------------|----------|--------------------|
| Tier 2 Languages: | | | | | |
| Arabic (Egyptian) | Chinese Mandarin | Flemish | Hungarian | Polish | Swedish |
| Arabic (Iraqi) | Croatian | French | Italian | Romanian | Tagalog (Filipino) |
| Arabic (Modern Standard) | Czech | French Canadian | Korean | Russian | Taiwanese |
| Arabic (Moroccan) | Danish | French Creole | Latvian | Serbian | Ukrainian |
| Arabic (Sudanese) | Dutch | Georgian | Lithuanian | Sicilian | Vietnamese |
| Arabic (Yemeni) | Estonian | German | Macedonian | Slovak | |
| Chinese Cantonese | Finnish | Greek | Norwegian | Slovene | |

| | | | | | |
|--------------------------|-----------------|------------------|-----------|------------------------|------------------|
| Tier 3 Languages: | | | | | |
| Acehnese | Chin (Falam) | Hmong | Lao | Pidgin (Nigerian) | Tigrinya |
| Acholi | Chin (Hakha) | Hokkien | Lautu | Ponapean/Pohnpeian | Toisanese |
| Afghani | Chin (Lai) | Icelandic | Lingala | Portuguese (Brazilian) | Tongan |
| Afrikaans | Chin (Mizo) | Igbo | Lorma | Portuguese (European) | Tosk |
| Akan | Chin (Tedim) | Ilocano | Luganda | Portuguese Creole | Trukese/Chuukese |
| Akateco | Chin (Zo, Zomi) | Ilonggo | Luo | Pulaar | Turkish |
| Albanian | Chin (Zophei) | Indonesian | Maay-Maay | Punjabi | Twi |
| Amharic | Choujo | Japanese | Malay | Q'anjob'al | Urdu |
| Anuak | Chuukese | Jarai | Malayalam | Rohingya | Uzbek |
| Armenian | Cotocoli (Tem) | Jiangsu | Mam | Samoan | Visayan |
| Ashanti | Dari | K'iche' (Quiché) | Mandinka | Sango | Wolof |
| Assyrian | Dinka | Kannada | Mara | Senthang | Xhosa |
| Azeri | Dioula | Karen | Marathi | Shanghainese | Yiddish |

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| | | | | | |
|--|------------------|--------------------|----------------------|---------------------|--------|
| Tier 3 Languages: Continued | | | | | |
| Bahasa (Malaysian) | Edo | Karen (Pwo) | Marshallese | Shona | Yoruba |
| Bambara | Ewe | Karenni (Kayah) | Matu | Sichuan | Yup'ik |
| Bashkir | Farsi | Kazakh | Mbay | Sinhalese | Zulu |
| Basque | Foochow (Fuzhou) | Khmer | Mende | Siyin | |
| Bassa | Fukienese | Kikongo | Mien | Somali | |
| Belarusian | Fulani | Kikuyu | Mina | Somali Bantu | |
| Bengali | Fulde | Kinyamulenge | Mixteco (Alto) | Soninke | |
| Bosnian | Fuzhou | Kinyarwanda | Mixteco (Bajo) | Soninke (Sarahuli) | |
| Bulgarian | Ga | Kirundi | Moldovan | Soninke (Sarakhole) | |
| Burmese | Garre | Kituba | Mongolian | Sorani (Kurdish) | |
| Cambodian | Guarani | Kizigua (Kizigula) | Montenegrin | Sousou | |
| Cape Verde Creole | Gujarati | Kosraean | More | Swahili | |
| Carolinian | Hainanese | Krahn | Mushunguli | Sylheti | |
| Catalan | Haitian Creole | Krio | Navajo | Tajik | |
| Cebuano | Hakka (Chinese) | Kunama | Nepali | Tamil | |
| Chaldean | Harar | Kurdish | Nuer | Telugu | |
| Chamorro | Hassaniya | Kurdish (Bahdini) | Oromifa | Temne | |
| Chao-Chow | Hausa | Kurdish (Kurmanji) | Pashto | Teochew | |
| Cherokee | Hebrew | Kurdish (Sorani) | Patois (Jamaican) | Thai | |
| Chin | Hindi | Kyrgyz | Pidgin (Cameroonian) | Tibetan | |

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Request for Taxpayer Identification Number and Certification

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

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

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

2 Business name/disregarded entity name, if different from above
Language Network, Inc

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ 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: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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.) See instructions.
8605 Santa Monica Blvd, #65575

6 City, state, and ZIP code
West Hollywood, 90069

7 List account number(s) here (optional)

8 Requester's name and address (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

| | | | | | | | | | |
|--|--|--|---|--|--|--|--|--|--|
| | | | - | | | | | | |
|--|--|--|---|--|--|--|--|--|--|

or

Employer identification number

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 9 | 4 | - | 3 | 4 | 4 | 0 | 7 | 7 | 5 |
|---|---|---|---|---|---|---|---|---|---|

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign Here Signature of U.S. person ►  Date ► 1/18/2021

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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