

Wayne Township
Planning and Zoning Department

MINOR SITE PLAN

**INSTRUCTIONS FOR SUBDIVISIONS, SITE PLANS, CONDITIONAL USE & BIFURCATED USE
VARIANCE APPLICATIONS**

1. Filling out the Forms; Checklist

- A. Fill out the application form completely.
- B. Remit the appropriate fees and escrow with the application. The applications and fees/escrows submitted must reflect all approvals requested or required.
- C. Give the checklist to your professional engineer/surveyor/architect to have him/her follow during the preparation of your plans. This checklist is not a guideline. It is a listing of the required items to be shown on the plan you submit with your application. The Township staff uses the same checklist to review your application for completeness. Therefore, if you do not address checklist item(s) – by either providing the information or requesting a checklist waiver – the staff must declare the application incomplete. An incomplete application is returned to you for you to address the cited deficient checklist items.

Note: It is the responsibility of the licensed professional preparing the site plan or subdivision to ensure that the survey is attached to the site plan or subdivision plan and that said survey is properly referenced on the site plan or subdivision plan, all pursuant to N.J.A.C. 13:40-7.2.

- D. Your particular case may warrant requests for checklist waivers. Indicate in the proper column on the checklist that you are requesting the checklist waiver. The reviewing staff cannot assume that you need, or are asking for, a checklist waiver if you do not specifically indicate so in the space provided. Further, the staff does not have the authority to waive any checklist items – these requests are heard and decided by the Board.

[Note: The Board hears your requests for checklist waivers once all other items are found to be in order (see Item 4 below).]

- E. File an application directly with the Passaic County Planning Board's office. The County and municipal applications can be filed simultaneously. Provide to the Wayne Planning and Zoning Department proof of submission to the Passaic County Planning Board. Please obtain the form by contacting the County directly at 973-569-4040, pcpb@passaiccountynj.org or <http://www.passaiccountynj.org/resource/9cd6df4a/show>.
- F. Applicants who are corporations, partnerships, LLCs, etc., must be represented by counsel. Applicants who are individuals must be represented either by themselves or by counsel.

2. Submission Package

- A. Initially submit to the Planning and Zoning Department two (2) application packages for completeness review.
- B. The items submitted under 2.A above, are the materials required for the Planning and Zoning Department to conduct its completeness review. Once the application is found to be in order, you will be asked to submit the additional 19 collated packages so that the Department ultimately has 21 packages for distribution to the Board and staff reviewers.
- C. State law provides the Township with 45 days from the date of submission of the application and proper fees and escrow in which to review an application for completeness.

3. If your application can be declared complete

- A. You will be advised to submit the remaining 19 collated packages of plans and documentation. It is only upon the timely submission of these packages that you can move on to the next step.
- B. Upon our receipt of the 19 packages, you will receive a letter advising you of the date on which the application was declared complete. This letter will also advise you of the date for which the application is scheduled on the Board's agenda.
- C. The letter will contain further instructions regarding statutory notice requirements and procedures.
- D. You should be aware that the Board can have heavy agendas and it might not be able to reach your scheduled application. If this happens, the Board will announce the date to which the application is carried.

4. If your application can be considered complete (with the exception of the requested checklist waivers)

- A. You will be advised to submit the remaining 19 collated packages of plans and documentation. It is only upon the timely submission of these packages that you can move on to the next step.
- B. Upon our receipt of the 19 packages, you will receive a letter advising you of the date for which the checklist waivers and application are scheduled on the Board's agenda.
- C. The letter will contain further instructions regarding statutory notice requirements, if any, and procedures.
- D. At the hearing, the Board will first hear your request for checklist waivers. If the checklist waivers are granted, the application is declared complete as of that date and the Board continues with your application to hear the actual variance request. If one or more of the checklist waivers are denied, your case will be concluded for that evening. You then must provide the deficient items to the Planning and Zoning Department before the Department can re-schedule your application on the Board's agenda.

- E. You should be aware that the Board tends to have heavy agendas and it might not be able to reach your scheduled application. If this happens, the Board will announce the date to which the application is carried.

5. If your application is declared incomplete

You will be notified, in writing, of the checklist items that are missing. Upon receipt of such a letter declaring your application incomplete, you would address the deficiencies and submit the new and/or revised materials to the Planning and Zoning Department for review. The same process as described in Item 2 then commences. If items that were previously declared incomplete are still missing, you will receive another letter advising you that the application is incomplete.

Wayne Township Department of Planning and Zoning
475 Valley Road
Wayne, NJ 07470

www.waynetownship.com

973-694-1800, x 3282

Monday, Wednesday – Friday, 8:30 a.m. to 4:30 p.m.

Tuesday, 8:30 a.m. to 7:00 p.m.

**WAYNE TOWNSHIP DEPARTMENT OF PLANNING AND ZONING
LAND DEVELOPMENT APPLICATION**

MINOR SITE PLAN

The undersigned, as Applicant/Owner of the subject property identified herein, hereby makes application to the Township of Wayne for (check all that apply):

<input type="checkbox"/> Concept Plan (PB only)	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Minor Site Plan
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Major Subdivision – <i>Preliminary</i>	<input type="checkbox"/> Major Site Plan – <i>Preliminary</i>
	<input type="checkbox"/> Major Subdivision – <i>Final</i>	<input type="checkbox"/> Major Site Plan – <i>Final</i>
<u>Indicate Other Relief to be Requested in Conjunction with this Application</u>		
<input type="checkbox"/> Use Variance (N.J.S.A. 40:55D-70d)	<input type="checkbox"/> Bulk Variance(s) (N.J.S.A. 40:55D-70c)	
<input type="checkbox"/> RSIS Exception (N.J.A.C. 5:21-3.1 & 3.2)	<input type="checkbox"/> Design Standard Exception(s) <input type="checkbox"/> Environmental Protection Waiver	

1. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone/E-mail: _____ / _____
Daytime phone E-mail

Applicant is a: (check applicable status)

Corporation Partnership Individual (s) Other _____
(please specify)

Corporate/LLC/Partnership, etc.: List all persons owning 10% or more of the stock in the corporation in compliance with N.J.S.A. 40:55D-48.2

Name	Address	% Interest
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Relationship of applicant to property (check applicable status):

Owner Contract Purchaser Lessee Other _____
(please specify)

Attorney's Name: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Preparation of site plans by:

Name: _____

Address: _____

Tel: _____ E-mail: _____

Preparation of architectural plans by:

Name: _____

Address: _____

Tel: _____ E-mail: _____

2. SUBJECT PROPERTY INFORMATION

Subject Property Owner's name: _____

Wayne street address of the Subject Property: _____

Tax Map Block(s): _____ Lot(s): _____ Zone District(s): _____

Existing Use of Property: _____

Indicate total tract size: _____ acres (_____ sf)

3. NATURE OF APPLICATION

Clearly detail your proposal (attach additional sheets if necessary)

Clearly detail building square footage: Existing building square footage: _____
 Building square footage to be demolished: _____
 Proposed new building square footage: _____
(that is the subject of this application)
 Total post-construction square footage: _____

4. OTHER DOCUMENTATION

Contemplated form of ownership (check all that apply):

fee simple condominium cooperative rental

Are there any existing Deed Restrictions? No Yes (attach copy of restrictions)

Are there any proposed Deed Restrictions? No Yes (attach copy of proposed restrictions)

5. OTHER RELIEF

Complete this section if this application requires variance(s), design standard exceptions and/or EP waiver.

Bulk Relief Requested (use separate sheet if necessary)

<u>Ord Section</u>	<u>Item</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Use Variance Relief Requested

If this application includes a request for use variance, indicate the subsection of N.J.S.A. 40:55D-70d from which relief is requested: [check all that apply]

- | | |
|--|---|
| <input type="checkbox"/> (1) use or principal structure is prohibited | <input type="checkbox"/> (4) increase in permitted FAR |
| <input type="checkbox"/> (2) expansion of nonconforming use | <input type="checkbox"/> (5) increase in permitted density |
| <input type="checkbox"/> (3) deviation from specifications of conditional use provisions | <input type="checkbox"/> (6) height of principal structure exceeds by 10' or 10% the maximum permitted height |

EP Relief Requested (§ 134-91)

Cite the section(s) of the Environmental Protection Ordinance from which a waiver is being sought:

Design Standard Exceptions from § 134-70 et seq. (use separate sheet if necessary)

<u>Ord Section</u>	<u>Item</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RSIS De Minimis Exceptions Requested (attach additional sheet if necessary)

6. VERIFICATION AND AUTHORIZATION

Owner's Statement: I, the undersigned, being the owner of the property described in this application, hereby consent to the making of this application and the approval of the plans submitted. I hereby authorize members of the Land Use Board and its staff to conduct a site visit of the premises that are the subject of this application.

Property Owner's Name (PRINTED)	Property Owner's Signature	Date
---------------------------------	----------------------------	------

Applicant's Statement: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are, to the best of my knowledge, true and accurate.

Applicant's Name (PRINTED)	Applicant's Signature	Date
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Sworn and Subscribed before me

_____ day of _____
 Month Year

 (Notary)

CHECKLIST FOR MINOR SITE PLAN

Administrative Items

	<u>Mark <i>W</i> if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
1. Payment of required fees and escrow.	_____	_____
2. 21 collated packages of: <i>(Submit 2 packages initially for completeness review; you will be notified to submit the other 19 at a later date.)</i>		
a. Completed Land Development Application form	_____	_____
b. sealed minor site plans stapled, folded and collated	_____	_____
c. Current, sealed surveys	_____	_____
d. sealed architectural plans	_____	_____
e. other supporting documentation	_____	_____
3. Submission of the plans and exhibits in digital media pursuant to the criteria established by § 134-101	_____	_____
4. Affidavit of disclosure for corporations or partnerships, as required by R.S. 40:55D-48.1	_____	_____

Minor Site Plan Items

5. The plans shall be signed and sealed by the proper New Jersey licensed professional in accordance with N.J.A.C.	_____	_____
6. Plans shall be on sheets no larger than 36 inches by 24 inches	_____	_____
7. The title "Minor Site Plan" in the title block. If the request includes application for "Use Variance" or "Conditional Use" then that title shall also be included in the title block.	_____	_____
8. Site Plan shall be drawn at a scale of not less than 1"=30' (using an engineer's scale, not an architect's scale)	_____	_____
9. Date of original plan preparation and any revisions	_____	_____

Continued on next page

	<u>Mark <i>W</i> if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
10. If revised plans are submitted, there shall be a revision date noted on the plans. This item shall be marked incomplete if revised plans with no revision dates, as specifically enumerated in this checklist item, are submitted.	_____	_____
11. Show the proposal. The site plan shall be clearly and legibly drawn. If drafting techniques that do not foster clarity are used and the plan is illegible, then the application will be declared incomplete.	_____	_____
12. Current, sealed survey	_____	_____
13. Written scale	_____	_____
14. Graphic scale	_____	_____
15. Each subject block & lot, in conformity with the Twp. tax map	_____	_____
16. <i>County of Passaic and Township of Wayne</i> in title block	_____	_____
17. Name and address of applicant	_____	_____
18. Name(s) and address(es) of the owner(s) of record of subject property(s)	_____	_____
19. North arrow on each site plan and survey sheet	_____	_____
20. Key map, with north arrow	_____	_____
21. Parking analysis	_____	_____
22. MAD/TADA calculations per Environmental Protection Ordinance, § 134-91.3	_____	_____
23. Landscaping plan	_____	_____
24. Proposed elevations (architectural renderings) of all sides of the proposed structure	_____	_____
25. Limit of disturbance lines showing areas to be disturbed by grading/construction	_____	_____
26. Location of proposed structures with size, height offsets to property lines indicated and details	_____	_____

Continued on next page

		<u>Mark <i>W</i> if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
27.	Outdoor lighting plan (if new lighting is proposed):		
	a. location of light stanchions and wall lights	_____	_____
	b. direction of illumination	_____	_____
	c. heights of the lights/luminaires, whether on a stanchion or wall	_____	_____
	d. details of the lights/luminaires, whether on a stanchion or wall	_____	_____
	e. details of the extent of illumination (isolux lines)	_____	_____
28.	The location of all existing and proposed for the following:		
	a. above-ground utility lines and appurtenances	_____	_____
	b. below-ground utility lines and appurtenances	_____	_____

On the following page is the Environmental Protection Calculations Worksheet [ref: Land Development Ordinance (LDO) § 134-91, et seq.] For help with this form, please contact the Engineering Division at 973-694-1800, ext. 3263.

ENVIRONMENTAL PROTECTION CALCULATIONS

SLOPE/SOIL DISTURBANCE FOR INDIVIDUAL LOT CALCULATION

TOWNSHIP OF WAYNE

ENGINEERING DIVISION

NAME OF PROJECT	
FOR BLOCK	LOT

A. MAXIMUM ALLOWABLE DISTURBANCE													
1.	USE: MULTI-FAMILY, TOWNHOUSE, CONDO OR NON-RESIDENTIAL												
	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/>												
2.	GROSS AREA OF LOT: SF												
3.	TABLE TWO: LOW RANGE HIGH RANGE												
	LOT AREA RANGE SF TO SF												
4.	TABLE TWO: BASE AREA 0												
5.*	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FACTOR</td> <td style="width: 5%;">X</td> <td style="width: 40%;">LOT AREA (SF) MINUS LOW RANGE AREA (SF)</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;">%</td> <td style="border: 1px solid black;">-</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;">=</td> <td style="border: 1px solid black;"></td> </tr> </table>	FACTOR	X	LOT AREA (SF) MINUS LOW RANGE AREA (SF)					%	-		=	
FACTOR	X	LOT AREA (SF) MINUS LOW RANGE AREA (SF)											
	%	-		=									
6.	MAXIMUM AREA OF DISTURBANCE (MAD): BASE AREA PLUS FACTORED AREA = MAD (SF)												

B. TOTAL ADJUSTED DISTURBED AREA						
NO.	SLOPE RANGE	ADJUSTMENT FACTORS	AREA (SF) DISTURBED	ADJUSTED AREA (SF)		
1.	0 TO 7.9% (WITHIN PROPOSED L.O.D.)	1.00				
	0 TO 7.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	1.25				
2.	8 TO 14.9% (WITHIN PROPOSED L.O.D.)	1.00				
	8 TO 14.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	1.50				
3.	15 TO 19.9% (WITHIN PROPOSED L.O.D.)	1.50				
	15 TO 19.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	2.50				
4.	20 TO 23.9% (WITHIN PROPOSED L.O.D.)	2.50				
	20 TO 23.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	3.50				
5.	24% AND GREATER (WITHIN PROPOSED L.O.D.)	3.50				
	24% AND UP - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	4.50				
6.	EX IMPERVIOUS AREA PLUS AREA DISTURBED IN LAST 5 YEARS OUTSIDE PROP. LIMITS OF DIST.	REGARDLESS OF SLOPE 1.00				
7.	SUM OF ADJUSTED AREAS = TADA (SF)					

C. TADA IS LESS THAN MAD	YES		NO	
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Reference Township Code 134-91.3

DO ONE PAGE FOR EACH LOT

*Percentage Factor is applied to the area of the lot in excess of the LOWER limit of the range.

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LEGAL NOTICE

ORDINANCE NO.5
2018
TOWNSHIP OF WAYNE
COUNTY OF PASSAIC
STATE OF NEW JERSEY
EFFECTIVE DATE: APRIL 4, 2018

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 134 (LAND DEVELOPMENT)
OF THE CODE OF THE TOWNSHIP OF WAYNE

BE IT ORDAINED by the Municipal Council of the Township of Wayne in the
County of Passaic, State of New Jersey, as follows:

SECTION 1. Chapter 134 (Land Development), Article I (General
Provisions), Section 134-2 (Definition of terms) of the Code of the Township
of Wayne is hereby amended and supplemented as follows:

§ 134-2.2. Definitions.

AMENDED SITE PLAN - an application for development where the request by the
applicant is for a change or modification to a previously approved minor or
major site plan for which no final certificate of occupancy has been issued
by the Wayne Township Construction Official.

AMENDED SUBDIVISION - an application for development where the request by
the applicant is for a change or modification to a previously approved minor
or major subdivision that has not been perfected by either having deeds or
the Final Plat filed with the Passaic County Register of Deeds in accordance
with the law.

SECTION 2. Chapter 134 (Land Development), Article II (Development
Administration, Organization and Procedures), Section 10 (Development review
fees) of the Code of the Township of Wayne is hereby amended and supplemented
as follows:

134-10.1 Application Fees and Escrow Fees

**At the time of filing of an application for development, the
applicant shall pay the following nonrefundable application fees
payable to the "Township of Wayne" by cash, personal check,
certified check, or bank money order.** Applications for development
requiring a combination of requests shall pay a fee equal to the **sum of the
fee for each element.** The **exception** to this is that any case involving
multiple bulk variances shall pay only one bulk variance fee. Remitted fees
for informal review of a concept plan shall be a credit toward fees for
review of the application for development pursuant to the Municipal Land Use
Law at N.J.S.A. 40:55D-10.1.

In addition to the required application fees established below, the applicant shall be required to establish one (1) or more escrow accounts with the Township to cover the reasonable costs of professional review of applications for development, review and preparation of documents, and professional consultation required as a result of an application, set forth herein. Services may include the services of a duly licensed surveyor, planner, attorney, or any other official or person who would provide services to ensure that an application complies with the standards set forth in the Code and whose testimony may be solicited to give further information to the Township or the approving authority in any area addressed by any of the applicant's experts. **The escrow fees shall be paid separate and apart from than the application fees by personal check, certified check, or bank money order made payable to the "Township of Wayne."** Escrow fees shall be replenished by the applicant within ten (10) days upon request by the Planning Department.

Non-profit organizations and places of worship may make request to the Township Council for the waiving of the fees and/or escrow requirements pursuant to this section.

No fee or escrow shall be charged in the case of an application for development for a firehouse or first aid building.

See next page

Application Type	Fee	Escrow
A. Subdivisions		
(1) Concept (N.J.S.A. 40:55D-10.1)	\$250	\$0
	The amount shall be credited toward fees for the review of the application for development.	
(2) Minor subdivision: Lot line adjustment(s) or up to three (3) building lots being created:	\$450	\$1,000
(3) Amended minor subdivision	\$250	\$1,000
(4) Preliminary major subdivision		
2-10 lots		
11-20 lots	\$2,150	\$4,000
21-30 lots	\$2,500	\$4,500
31 or more lots	\$3,000	\$5,000
	\$3,500	\$7,000
(5) Final major subdivision		
2-10 lots		
11-20 lots	\$2,000	\$2,500
21-30 lots	\$2,150	\$3,000
31 or more lots	\$2,500	\$3,500
	\$3,000	\$4,000
(6) Preliminary and final (simultaneous)		
2-10 lots	\$2,500	\$5,000
11-20 lots	\$3,000	\$5,500
21-30 lots	\$3,500	\$6,000
31 or more lots	\$4,000	\$8,000
(7) Amended preliminary and/or final subdivision	\$650	\$2,000
(8) Modification of a condition to a prior approval where notice is not required pursuant to N.J.S.A. 40:55D-12.a	\$500	\$375
(9) Modification of a condition to a prior approval where notice is required pursuant to N.J.S.A. 40:55D-12.a	\$650	\$375

B. Site Plans

(1) Concept (N.J.S.A. 40:55D-10.1)	\$250	\$0
	The amount shall be credited toward fees for the review of the application for development	
(2) Minor site plan	\$1,000	\$3,000
(3) Preliminary site plan		
A. 0 sf to 20,000 sf new construction	\$1,500	\$4,000
B. 20,001 sf to 50,000 sf new construction	\$2,000	\$4,000
C. 50,001 sf to 100,000 sf new construction	\$3,000	\$5,000
D. 100,001 sf to 150,000 sf new construction	\$5,000	\$5,500
E. 150,001 sf to 200,000 sf new construction	\$8,000	\$5,500
F. 250,001 sf or more of new construction	\$20,000	\$5,500
(4) Final site plan		
A. 0 sf to 20,000 sf new construction ⁺	\$900	\$2,000
B. 20,001 sf to 50,000 sf new construction ⁺	\$1,750	\$2,000
C. 50,001 sf to 100,000 sf new construction ⁺	\$3,000	\$2,000
D. 100,001 sf to 150,000 sf new construction ⁺	\$4,750	\$2,000
E. 150,001 sf to 200,000 sf new construction ⁺	\$7,000	\$2,000
F. 250,001 sf or more of new construction ⁺	\$19,500	\$2,000
⁺ Based on the square footage approved in the preliminary plan for which the application is a final application.		
(5) Combined Preliminary and Final Site Plan		
A. 0 sf to 20,000 sf new construction	\$2,000	\$5,000
B. 20,001 sf to 50,000 sf new construction	\$3,000	\$5,000
C. 50,001 sf to 100,000 sf new construction	\$5,500	\$6,000
D. 100,001 sf to 150,000 sf new construction	\$8,550	\$6,500
E. 150,001 sf to 200,000 sf new construction	\$14,000	\$6,500
F. 250,001 sf or more of new construction	\$30,000	\$6,500
(6) Wireless communications facilities whether minor or major site plan	\$1,650	\$2,000
(7) Amended major site plan (Preliminary and/or final)	\$650	\$2,000
(8) Amended minor site plan	\$500	\$1,500
(9) Modification of a condition to a prior approval where notice is not required pursuant to N.J.S.A. 40:55D-12.a	\$250	\$375
(10) Modification of a condition to a prior approval where notice is required pursuant to N.J.S.A. 40:55D-12.a	\$500	\$375

(11) Multi-family with 3 or more units: preliminary	\$100 per dwelling unit plus \$150 public hearing fee	\$5,000
(12) Multi-family with 3 or more units: final	\$50 per dwelling unit, plus \$46 per dwelling unit (for engineering fee)	\$5,000
C. Variances/Applications pursuant to N.J.S.A. 40:55D-70	Fee	Escrow
(1) Appeal	\$250	\$500
(2) Interpretation	\$250	\$500
(3) Bulk (single-family residential)	\$650	\$500
(4) Bulk (single-family residential and non- building)	\$500	
(5) Bulk (nonresidential)	\$650	
(6) Use (N.J.S.A. 40:55D-70d) Includes Bifurcated Use (except as noted below for residential)	\$1,150	\$1,000
(7) Residential FAR Use (this fee includes bulk fee, if the application needs said relief)	\$800	\$500
(8) Flood plain	\$500	\$375
D. Access (pursuant to N.J.S.A. 40:55D-35/36)	\$450	\$375
E. Conditional Use	\$650	\$375
F. Zone change	\$2,500	\$0
G. Environmental protection		
(1) Residential	\$500	\$500
(2) Commercial	\$1,000	\$500
H. Residential <i>de minimis</i> exception (as the <u>only</u> relief being requested)	\$500	\$375

Updated January 3, 2023

MASTER NAME:

Form **W-9**
(Rev. October 2018)
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.

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

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

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

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

Purpose of Form

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

- Form 1099-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.