

Management Agent Designation Information

According to Federal Law, the Cheyenne Housing Authority will be required to withhold 30% federal income tax from your payments if you do not provide us with the correct taxpayer identification number. If you are an agent designated by the owner to receive this payment AND who will distribute a 1099-MISC form, you must provide your name and associated Tax ID number or Social Security number. **An incomplete form will delay processing your initial payment.**

Management Agent/Agency:

This information is used for mailing general paperwork regarding your tenant and your 1099 MISC form.

You must provide a copy of your IRS designation letter or Social Security card with this form.

- | | |
|--|--------------------------------------|
| 1. Name _____ | Social Security Number _____ |
| 2. Address 1 _____ | _____ - _____ - _____ |
| 3. Address 2 _____ | OR |
| 4. City, State, Zip _____ | Taxpayer Identification Number _____ |
| 5. Phone Number _____ | _____ - _____ - _____ |
| 6. IRS (1099 MISC) mailing address _____ | |
| 7. E-mail address _____ | |

Caution! The Tax ID number or Social Security number you provide MUST match the name you will use when reporting this income to the IRS. The IRS will require a 30% back-up withholding tax if you do not provide the correct information.

Owner Information :

8. Name _____
9. Address 1 _____
10. Address 2 _____
11. City, State, Zip _____
12. Phone Number _____
13. E-mail address _____
14. Type of Entity: Individual/Sole Proprietor Corporation Partnership Other

Line 15 is required from the owner or agent completing this form.

15. Please check the appropriate: Owner Agent

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

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. The Internal Revenue Service does not require your consent to any provision of the document other than the certifications required to avoid withholding.

I understand all paperwork must be completed with the CHA before payment for this property may commence. I understand that it is the policy of the Cheyenne Housing Authority to issue checks on or about the first of each month and may be affected by weekends or holidays.

22. _____ Date _____
Name (please print)
23. _____ Phone Number _____
Signature