

Instructions

Use this form to request either a full surrender or a partial withdrawal of your annuity contract/certificate. For use with the following Lines of Business: 403(b) contracts, 403(a) Annuity Plans, Keogh, 401(k), Money Purchase, Profit-Sharing, Defined Benefit, Defined Contribution, 457(b) Governmental Plans

IMPORTANT: Your financial representative can review your product prospectus and/or contract/certificate with you for further details regarding the impact of withdrawals.

- **Taking withdrawals from some of our products may adversely affect the underlying guarantees.**
- **Withdrawals from a variable annuity product with a guaranteed minimum withdrawal benefit may impact that benefit:**
 - For AnnuityNote products, any unscheduled withdrawal may reduce or eliminate the Lifetime Income Amount.
 - For other variable annuity products, the Lifetime Income Amount may be reset or eliminated for any withdrawals taken prior to the Lifetime Income Date or for a withdrawal taken after the Lifetime Income Date that exceeds the Lifetime Income Amount.
 - If you would like more detail regarding the impact of a withdrawal on your guaranteed minimum withdrawal benefit (GMWB) rider, please call us at 800-344-1029.
- Amounts withdrawn over your allotted penalty free amount (including interest) may be subject to withdrawal charges.
- Amounts withdrawn from your contract cannot be reinstated.

Some additional requirements may apply to certain withdrawals:

When requesting a direct rollover or transfer, a signed "Letter of Acceptance" is required. This form cannot be used for 1035 Exchanges.

A Medallion Signature Guarantee (MSG) is required when:

- Electronic fund transfer (EFT) is selected as the payment delivery method and you do not currently have an MSG for the EFT account on file.
- A signed application or confirmation application is not on file.
- A withdrawal check will be mailed to an address that is not the address on file.
- There was a change of the address on file within the last 30 days.
- The withdrawal request is for the amount of \$250,000 or more.

MSGs are used as an added security measure for your contract and may be obtained at most banks, financial institutions or credit unions. The MSG we receive must be an original; facsimiles or photocopies will not be accepted.

IMPORTANT: Please note that if you are receiving a series of substantially equal payments in order to avoid the 10% early withdrawal penalty under Section 72 of the Internal Revenue Code, any unscheduled withdrawal from your contract will be considered a modification, and will result in the imposition of the 10% penalty to all previous and possibly subsequent withdrawals. Please consult your own tax professional for additional information.

Additional Information For:

Section 3: Withdrawal Instructions

Withdrawals will be taken in accordance with our default procedures; please refer to your prospectus for more information.

Unless otherwise specified, all withdrawals will be prorated and taken from variable sub-accounts until exhausted, then from fixed sub-accounts. All Free Amount requests must be prorated. Certain annuity contracts/certificates with Guaranteed Rate Period accounts may assess a Market Value Adjustment to your withdrawal amount.

Section 4: Income Tax Withholding

Notice of Income Tax Withholding: The taxable portion of a full or partial withdrawal or distribution from an annuity contract is considered ordinary income for tax purposes. John Hancock is required to withhold federal taxes (and state taxes where applicable) from any withdrawal, unless you elect otherwise and provide your Social Security number or taxpayer ID number. Distributions you receive from qualified pension or tax-sheltered annuities that are eligible to be rolled over tax free to an IRA or qualified plan are subject to a flat 20% withholding rate. Required minimum distributions (RMDs) are not eligible to be rolled over. The 20% withholding rate is required, and you cannot choose not to have income tax withheld from eligible rollover distributions. A direct transfer from a plan trustee to another plan trustee or an IRA, however, is not treated as a distribution and is not subject to withholding. Withholding is a method of paying taxes that you may owe. Your tax liability is the same whether or not taxes are withheld at the time of each withdrawal. If you elect not to have taxes withheld from your withdrawal, or you do not have enough taxes withheld, you may be responsible for payment of estimated taxes. You may also be subject to tax penalties under the estimated tax payment rules if your payments of estimated taxes and withholdings, if any, do not meet Internal Revenue Service (IRS) guidelines.

Federal income tax must be withheld at the applicable tax rate, governed by the type of distribution and payment mode. Payments made to non-resident aliens residing in non treaty countries, and/or payments made to individuals who have not supplied a valid Social Security Number or Tax Identification Number, must be taxed at a rate of 30%. If a certified Form W-8BEN is properly completed in every way, the treaty rate applicable to the country of residence will be applied.

The following states/territories have mandatory state income tax withholding: CT, MI, and PR. The following states/territories have mandatory state income tax withholding if federal income taxes are withheld: CA, DC, DE, GA, IA, KS, MA, MD, ME, NC, NE, OK, OR, VA, and VT. If your state/territory is not listed there is no mandatory state withholding. Please consult your own tax professional if you have any questions about tax withholding.

Section 6: Instructions for 403(b) Annuity Withdrawal Requests

If your contract has an existing loan, please read the following information detailing criteria which must be met prior to any withdrawal request being processed:


- For a full surrender of a 403(b) contract, your loan obligation must be satisfied prior to the full surrender.
- For a partial withdrawal from a 403(b) with an existing loan, the contract value in the variable sub-accounts after the withdrawal must be equal to or greater than the amount of the outstanding loan balance plus the required Federal Income Tax withholding of 20% as well as \$2,000.

Salary reduction contributions made and interest credited to such amounts prior to 1/1/89 will be used to satisfy a withdrawal request before elective deferral contributions made after 12/31/88 can be withdrawn. Salary reduction contributions cannot be made into a 403(b) annuity or any other plan maintained by the Employer during the twelve months following a hardship withdrawal, and salary reduction contributions into the 403(b) annuity or other plan maintained by the Employer will be limited during the following plan year to the annual limit for salary reductions contributions minus salary reductions contributions for the plan year in which the hardship withdrawal was requested. The Company makes no warranty or representation regarding the tax consequences, if any, resulting from a hardship withdrawal. In addition, any payment made as a result of the representations herein does not constitute a determination by the Company that the withdrawal meets the standards for hardship withdrawals established by law or the IRS. This hardship withdrawal is based solely on the participant's representation in this request form.

Also included with the Withdrawal request form is an IRS Form W-9 Request for Taxpayer Identification Number and Certification. As part of the Withdrawal request process, each owner must provide us with a properly completed and signed Form W-9. Please refer to the instructions on Form W-9 for how to properly complete the form. An owner who is not a U.S. citizen or U.S. resident alien should not complete Form W-9. Instead, please complete IRS Form W-8BEN. You are able to obtain Form W-8 from the IRS website at www.irs.gov. Please note that Withdrawal request may be subject to adverse tax consequences unless each owner submits a completed and signed W-9 or W-8 form.


1 Contact Information

 **National Contracts**
John Hancock Annuities Service Center
PO Box 55444
Boston, MA 02205-5444

 1-800-824-0335

 www.jhannuities.com

 **New York Contracts**
John Hancock Annuities Service Center
PO Box 55445
Boston, MA 02205-5445

 1-800-551-2078

 **All Contracts
Overnight Deliveries**
John Hancock Annuities Service Center
30 Dan Road, STE. 55444
Canton, MA 02021-2809

 **To Fax This Form:**
1-617-663-3160

2 Information About You

Contract Number: _____

Owner's Name: _____ Owner's Phone Number: _____

Owner's Address: _____

Owner's DOB: _____

Co-Owner's Name: _____

Co-Owner's Address: _____

Co-Owner's Phone Number: _____ Co-Owner's DOB: _____

Financial Representative's Name (if applicable): _____ Financial Representative's Phone Number: _____

3 Withdrawal Instructions (Please select only ONE of the following options)

Option 1. FULL Surrender of my contract/certificate

Option 2. Specific amount \$ _____

- Net (default):** You will receive a check for the amount indicated above. Any applicable sales charges and/or federal or state taxes will be deducted **from the value remaining in your contract.**
- Gross:** You may receive a check for less than the amount indicated above. Any applicable sales charges and/or federal and state taxes will be deducted **from the amount indicated above.**
- Prorate withdrawal from all variable funds (default)
- Fund Specific Request: Indicate below from which portfolios you would like your withdrawal redeemed:

\$ _____ or _____ % from the _____ portfolio \$ _____ or _____ % from the _____ portfolio

\$ _____ or _____ % from the _____ portfolio \$ _____ or _____ % from the _____ portfolio

Total: \$ _____

IMPORTANT:
Please select **ONLY ONE** of the listed options.

Option 3. Free Amount – This option refers to the Free Amount as defined by the product prospectus and/or contract/certificate. This amount may differ from the optional withdrawal benefit amount (information regarding the calculation of these benefits can be found in your prospectus, online at www.jhannuities.com, on your quarterly statement, or by contacting our Service Center).

- Calculate and distribute my Free Amount.
- Calculate and distribute my maximum amount available under my current living benefit rider without reset.
- Calculate and distribute my Maximum Amount without Surrender Penalty.*

*Usually includes the free amount plus all payments outside their surrender schedule. Please refer to your contract/certificate for details.

Option 4. Interest Only – Withdraw all interest accrued on my contract.

(This option applies to fixed annuities and the Guaranteed Interest Account on Revolution Value II and Revolution Extra II only. If the available interest in your contract/certificate is greater than the contract/certificate free amount, surrender charges may apply.)

Option 5. Renewal Amount – Withdraw my renewal amount plus interest earned on the renewal date.

(Renewal Amount withdrawals apply to fixed annuities and fixed sub-accounts. If only one payment has been made to the contract, your contract will be fully surrendered. Applicable fees and surrender charges may apply.)*

*For GPA Choice and Performa Plus fixed annuities 5 year renewal amount withdrawals can be submitted from the day you received your renewal letter processed on your contract anniversary and until 30 days after the renewal has occurred.

4 Income Tax Withholding

In accordance with IRS guidelines, the minimum amount withheld must equal at least 10% (20% for TSA / 403(b) account if the owner is under age 70½) will be withheld. State withholding is also required in certain states if federal income taxes are withheld. In instances where state tax withholding is not mandatory, it may be possible to elect to have applicable state taxes withheld on a voluntary basis.

- If no amounts or percentages are indicated below, 10% (20% for TSA / 403(b) account if the owner is under age 70½) will be withheld.
- Please see page one (1) for additional information or consult a tax advisor about your specific state's requirements.

Please withhold the following:

Federal: Do not withhold Withhold \$ _____ or _____ %
State: Do not withhold Withhold \$ _____ or _____ %

IMPORTANT:
Please consult your own tax professional about income tax withholding prior to submitting this withdrawal request.

5 Delivery Options (Please select ONE of the following options)

Unless otherwise instructed below, the proceeds will be mailed to the owner's address of record.

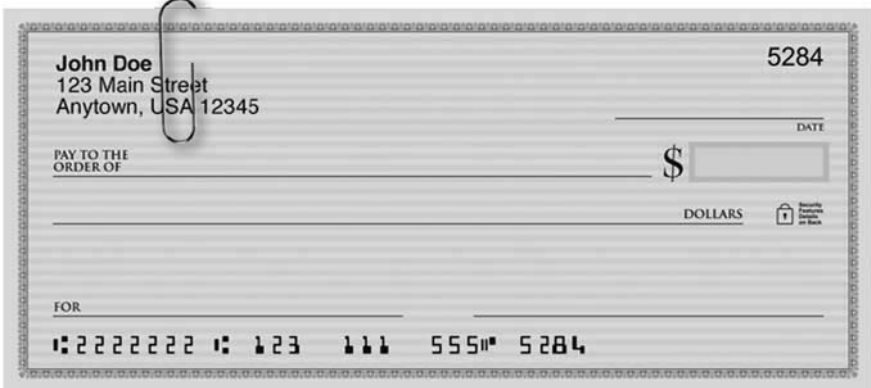
Option 1. **Electronic Fund Transfer (EFT)** – The quickest and safest way to receive your distribution.

IMPORTANT: Please attach a voided check to this request (deposit slips and starter checks are not accepted). The voided check must be in the name of the owner(s). If the annuity is registered to a trust, the funds must be sent to a bank account in that trust's name. Please allow two business days from the effective date of the withdrawal for the payment to be credited to your account.

We cannot send funds to any bank account with a POA, Guardian, Conservator, or other fiduciary included in the bank registration unless there is an indication of their fiduciary position pre-printed on the check from the bank. Example: Jane Smith, POA

Federal Fund Wire available upon request. A fee will be charged for this service and additional fees may be charged by your financial institutions.

Please attach the copy of the voided check here.



NOTE: A Medallion Signature Guarantee is required at the end of this form if you elect EFT. If we do not receive this form with an MSG in good order, we will default to sending you a check to your address of record.

Savings

IMPORTANT: Please include a letter from your financial institution (on their letterhead) that indicates the following information: the Routing/ABA number, the Account number, the Account type (Checking or Savings), and the Owner(s) of the Bank account. **The letter must be signed by an authorized party at the financial institution along with all Contract Owner(s) to certify that the information provided is correct.**

Please also complete the following information below:

Bank: _____

Routing/ABA Number: _____

Account Number: _____

5 Delivery Options (Please select ONE of the following options) - continued from previous page

Option 2. Please mail my check to:

- Address of record (Default)
- For Alternate Address (Medallion Signature Guarantee is required):
Fax requests are not acceptable for this option.

STREET ADDRESS

CITY

STATE

ZIP

IMPORTANT:

If Alternate Address is selected, a Medallion Signature Guarantee Stamp and ORIGINAL documents are required.

6 Instructions for 403(b) Annuity Withdrawal Requests (ONLY)

The IRS rules governing 403(b) distributions are complex. The Internal Revenue Code 403(b) limits liquidations for 403(b) plan participants. According to the code, the only acceptable reasons for liquidations are: death, disability, separation from service, attainment of age 59½ or financial hardship. Mandatory 20% for Federal withholding for TSA/403(b) contracts if the owner is under the age of 70½. Please consult your own tax professional.

CHOOSE ONE

Generally, distributions cannot be made until one of the following triggering events occur:

- Death – Additional paperwork is needed. Please contact Client Services or Claims to request a Death Benefit Package.
- Age 59½ attained.
- Separation of Service – Confirmation from your employer may be required.
- Disability – A Certification of Disability Form must be on file or must accompany this form.
- Financial Hardship – A financial hardship is defined as an immediate and heavy financial need with no other resources reasonably available. A hardship withdrawal must not exceed the amount of the immediate need. Pursuant to **Internal Revenue Code Section 403(b) (11), the earnings on 403(b) salary reduction contributions cannot be distributed in the case of hardship (only the actual contributions may be distributed); therefore generally 403(b) contracts may not be fully surrendered based on hardship. Effective 1/1/99, hardship distributions are no longer eligible to rollover to an IRA.**
- Plan Termination – Plan termination documentation signed by the plan administrator is required.

7 Authorization

Medallion Signature Guarantees - Please note this is not applicable to New Jersey contracts.

- Have you selected electronic fund transfer (EFT) as your payment delivery method and do not currently have an MSG for an EFT on file? Yes No
- Have you changed the mailing address on file with John Hancock within the last 30 days? Yes No
- Is the amount requested \$250,000 or over? Yes No
- Have you opted to have your check sent to an alternate address? Yes No

If you answered "YES" to any of the questions above, you MUST obtain a Medallion Signature Guarantee (MSG). MSGs are used as an added security measure for your contract and may be obtained at most banks, financial institutions or credit unions. The MSG we receive must be an original; facsimiles or photocopies will not be accepted.

This distribution is subject to the provisions of Rev. Proc. 2011-38. Under this Revenue Procedure, distributions taken from a policy that either sent or received funds as part of a partial 1035 exchange within a 180 day period following the completion of that exchange will be subject to IRS scrutiny. If a withdrawal is taken, the IRS will apply general tax principles to determine the nature and resulting treatment of the distribution. This Revenue Procedure does not provide exceptions for any withdrawals paid within the 180 day waiting period. Please consult your own tax professional if you have any questions about the impact of this distribution.

I hereby certify the information on this form is correct and accurate and that I have read and understand all four (4) pages of this form. By signing below, I understand that this request is subject to all the terms and conditions of the contract/certificate and prospectus. I also understand that once this distribution is made and released by John Hancock, it will not be reinstated to this contract/certificate. I direct John Hancock to make the disbursement in accordance with the designation on this form. Furthermore, I certify that the Social Security number/Taxpayer Identification Number provided on this form is correct and that I am not subject to backup withholding.

I acknowledge that any withdrawal or full surrender of my annuity contract/certificate may result in a surrender charge and may also be subject to taxation and an IRS penalty if I am under 59½. I am also aware that I may lose certain benefits if I surrender my contract.

Issuer: John Hancock Life Insurance Company (U.S.A.), Lansing, MI (not licensed in New York)
Issuer in NY: John Hancock Life Insurance Company of New York, Valhalla, NY

7 Authorization (continued)

By signing below I am providing written permission for John Hancock Life Insurance Company (U.S.A.) to obtain a consumer report about me as part of its process to authenticate my identity and to protect against fraud. This consumer report will be used solely to validate that I am an authorized holder, user or signatory of the account used or to be used in connection with the current or future transfer of funds. John Hancock will notify me if any adverse action is taken on the basis of such report.

**SIGN
HERE** 

Signature of Owner: _____ Date: ____/____/____

Signature of Co-Owner: _____ Date: ____/____/____

Signature of Assignee (if Collaterally assigned): _____ Date: ____/____/____

Signature of Custodian (if Custodial assigned): _____ Date: ____/____/____

403(b) BUSINESS ONLY– Employer Signature

Print Name of Employer: _____ TIN of Employer: _____

**SIGN
HERE** 

Signature of Employer: _____ Employer Phone #: _____

Title of Employer: _____ Date: ____/____/____



Medallion Signature Guarantee Stamp
(If applicable)



Medallion Signature Guarantee Stamp
(If applicable)

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*, later, 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 Pub. 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 24% 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 instructions for Part II 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*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

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*, later, 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 (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a 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 on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on 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. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, 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 *What Name and Number To Give the Requester*, later, 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. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

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 item 1, 4, or 5 below indicates 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), ABLE accounts (under section 529A), 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) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. 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
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. 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:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. 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
15. 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*, earlier.

*Note: The 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 Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic 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 report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft 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.