

## COVID-19 LICENSING FAQ/GUIDELINES

*The Licensing FAQ/Guidelines and Contract Checklist are provided for information only and are not part of the MTI Production Contract*

### **Streaming Royalties**

All streaming royalties will be collected via SHOWTIX4U ([www.ShowTix4U.com](http://www.ShowTix4U.com)), unless prior arrangements have been made with MTI.

On the Contract Confirmation page, *only* enter royalties for any performances in front of a live audience. For STREAMING performances, you need not enter any amount, and should leave the line blank.

### **Postponements**

Postponing a show (including COVID-19 postponements):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on Change Booking
- Make the appropriate selection(s) to adjust your date and click Submit
- You will receive an email confirmation that the change request was received, and it will include a summary of the changes you requested

### **Cancellations**

Cancelling a show (including COVID-19 cancellations):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on Change Booking
- Select I'd Like to Cancel My Booking and click Submit
- Once you have received the email confirming that your cancellation was processed, you can access your invoice through your MyMTI account by clicking Booking Details, and then clicking My Invoice.

### **Refunds/Keeping Funds on Account**

Refund checks will be distributed as soon as administratively possible. Processing delays due to fluctuating COVID-19 restrictions in New York City, where the MTI offices are located, may occur.

If you prefer to leave your funds On Account, you can log in to your MyMTI account and select whether you wish to:

- a) leave your funds On Account with MTI for your future use with any MTI-licensed productions
- b) leave your funds On Account temporarily, with MTI processing your refund at a later date (e.g., if you do not currently have access to the location/office where the payment will be mailed)
- c) request that your refund be processed and mailed as soon as possible

### **Material Returns**

Rental material returns: Our materials library is open and able to receive rental material returns. If you have safe access and if possible, please return any rented MTI materials to our library at your earliest convenience.

Your MTI Rep: ERIC GRAPATIN  
 Your MTI Account Number: 0028970  
 Contract Number: 9790334

**Licensee:**

WHEATON PARK DISTRICT  
 ATTN.: CHAD SHINGLER  
 1777 S BLANCHARD ST  
 WHEATON, IL 60189-8236

TELE#: 708-510-5132 FAX:  
 E-MAIL: cshingler@wheatonparks.org

Contract Issue Date: 01/04/23  
 Contract Expiration Date: 02/15/23  
 Valid For Performances From:  
 Actual Performance Dates: 06/24/23 - 06/25/23  
 MTI Access Code: INT1995898

**PRODUCTION CONTRACT** for INTO THE WOODS JR  
 CONTRACT PROVISIONS:

\*\*\*\* ALL PERFORMERS MUST BE \*UNDER\* THE AGE OF 18 \*\*\*\*  
 THIS LICENSE INCLUDES THE RIGHTS FOR UNLIMITED  
 PERFORMANCES WITHIN AN EIGHT CALENDAR WEEK PERIOD.

**AMOUNT ENCLOSED**

SHOWKIT™ (See Additional Materials Order Form for a list of ShowKit™ contents)

Royalty. . . . .	\$	139.00
Non-Refundable Materials Fee . . . . .	\$	556.00
SHOWKIT SHIPPING (Rush Delivery available for \$90.00 in U.S.): . . . . .	\$	45.00
<small>Rush Delivery available in Canada for \$115.00. Canadian Shipments are by most efficient carrier, unless otherwise instructed.</small>		
SALES TAX (where applicable): . . . . .	\$	—
ADDITIONAL MATERIALS TOTAL (from Additional Materials Order Form — please attach): . . . . .	\$	75.00
<b>TOTAL AMOUNT ENCLOSED</b> (Payable in U.S. Funds): . . . . .	\$	<b>815.00</b>

**PAYMENT**

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)  
 CREDIT CARD: (circle one)    VISA    MASTERCARD    AMERICAN EXPRESS  
 Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name on card: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Amount: \_\_\_\_\_  
 PURCHASE ORDERS: For schools and government agencies only, a signed, authorized purchase order is acceptable payment.

**SHIPPING**

Shipping Address: 1777 S Blanchard  
 (No P.O. Boxes) \_\_\_\_\_  
 City: Wheaton State/Province: IL Zip/Postal Code: 60189  
Note: The ShowKit™ materials will be shipped upon receipt of a signed copy of the Production Contract and the full applicable fees. Please allow approximately ten (10) days for processing.

**ACCEPTANCE**

ShowKits™ are non-transferable and non-refundable.  
 With this contract you are agreeing to produce INTO THE WOODS JR  
 By signing below, you agree to the terms and conditions set forth in the Dramatic Performing Rights License.

Print Your Name: Michael Benard Title: Executive Director  
 Authorized Signature: \_\_\_\_\_ Date: 19/23  
 Email: \_\_\_\_\_ Day Phone: ( ) \_\_\_\_\_

PLEASE COMPLETE, SIGN AND RETURN ONE (1) COPY OF THIS PRODUCTION CONTRACT WITH FULL PAYMENT. BE SURE TO RETURN THE ADDITIONAL RESOURCES ORDER FORM AND/OR RIDER(S) IF APPLICABLE.

Your MTI Rep: ERIC GRAPATIN  
 Your MTI Account Number: 0028970  
 Contract Number: 9790334

**Licensee:**

WHEATON PARK DISTRICT  
 ATTN.: CHAD SHINGLER  
 1777 S BLANCHARD ST  
 WHEATON, IL 60189-8236

TELE#: 708-510-5132 FAX:  
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 THIS LICENSE INCLUDES THE RIGHTS FOR UNLIMITED  
 PERFORMANCES WITHIN AN EIGHT CALENDAR WEEK PERIOD.

*n/a  
 see page 2*

**AMOUNT ENCLOSED**

SHOWKIT™ (See Additional Materials Order Form for a list of ShowKit™ contents)	
Royalty.....	\$ 139.00
Non-Refundable Materials Fee .....	\$ 556.00
SHOWKIT SHIPPING (Rush Delivery available for \$90.00 in U.S.): .....	\$ 45.00
<small>Rush Delivery available in Canada for \$115.00. Canadian Shipments are by most efficient carrier, unless otherwise instructed.</small>	
SALES TAX (where applicable): .....	\$ <u>          </u>
ADDITIONAL MATERIALS TOTAL (from Additional Materials Order Form — please attach): .....	\$ <u>          </u>
<b>TOTAL AMOUNT ENCLOSED</b> (Payable in U.S. Funds): .....	\$ <u>          </u>

**PAYMENT**

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)

CREDIT CARD: (circle one)      VISA      MASTERCARD      AMERICAN EXPRESS

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on card:           n/a          

Signature:           n/a                Amount: \_\_\_\_\_

PURCHASE ORDERS: For schools and government agencies only, a signed, authorized purchase order is acceptable payment.

**SHIPPING**

Shipping Address: \_\_\_\_\_

(No P.O. Boxes)           n/a          

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Note: The ShowKit™ materials will be shipped upon receipt of a signed copy of the Production Contract and the full applicable fees. Please allow approximately ten (10) days for processing.

**ACCEPTANCE**

ShowKits™ are non-transferable and non-refundable.  
 With this contract you are agreeing to produce INTO THE WOODS JR  
 By signing below, you agree to the terms and conditions set forth in the Dramatic Performing Rights License.

Print Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature:           n/a see page 2                Date: \_\_\_\_\_

Email: \_\_\_\_\_ Day Phone: (      ) \_\_\_\_\_

PCK9\_IRB\_22 PLEASE COMPLETE, SIGN AND RETURN ONE (1) COPY OF THIS PRODUCTION CONTRACT WITH FULL PAYMENT. BE SURE TO RETURN THE ADDITIONAL RESOURCES ORDER FORM AND/OR RIDER(S) IF APPLICABLE.

## **STANDARD MATERIALS**

### **YOUR SHOWKIT™ WILL CONSIST OF THE FOLLOWING:**

- 30 ACTOR'S BOOK
- 1 DIRECTOR'S GUIDE
- 1 PIANO VOCAL SCORE
- 1 CHOREOGRAPHY VIDEOS DIGITAL
- 1 DOWNLOADABLE RESOURCES AND MEDIA
- 1 GUIDE VOCAL AND PERF TRACKS DIGITAL

**ADDITIONAL MATERIALS**

**ADDITIONAL MATERIALS ORDER FORM**

*You can order additional materials and theatrical resources at the following rates.*

*To order, simply indicate the quantity of each item you would like and add the Grand Total to the Confirmation Page of this Production Contract.*

ITEM	QUANTITY	COST EACH	TOTAL
<b>ADDITIONAL MATERIALS</b>			
ACTOR'S BOOK	_____	x \$ 10.00=	\$ _____
DIRECTOR'S GUIDE	_____	x \$ 100.00=	\$ _____
PIANO VOCAL SCORE	_____	x \$ 40.00=	\$ _____
<b>THEATRICAL RESOURCES</b>			
ACTOR'S BOOK TENPACK	_____	x \$ 75.00=	\$ _____
CUSTOMIZABLE SHOW POSTERS AND ARTWORK	_____	x \$ 175.00=	\$ _____
HOW DOES THE SHOW GO ON?	_____	x \$ 21.00=	\$ _____
LOGO PACK DIGITAL	<u>1</u>	x \$ 75.00=	\$ <u>75.00</u>
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE	_____	x \$ 199.00=	\$ _____
SCENIC PROJECTIONS	_____	x \$ 450.00=	\$ _____
SCENIC PROJECTIONS PRO	_____	x \$ 1,795.00=	\$ _____
STAGE WRITE APPLICATION	_____	x \$ 150.00=	\$ _____
LOGO TEES SIX-PACK ADULT LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT MEDIUM	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT SMALL	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT X-LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT XX-LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD MEDIUM	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD SMALL	_____	x \$ 80.00=	\$ _____

Add total for all items here.

ADDITIONAL MATERIALS TOTAL: .....

\$ 75.00

ADDITIONAL MATERIALS SHIPPING: .....

\$ \_\_\_\_\_

*(do not apply shipping charge for Video License, Logo Packs, or RehearScore):*

Add. Materials Total	Ground	Rush	Add. Materials Total	Ground	Rush
\$0 - \$100	\$15.00	\$44.00	\$401 - 500	\$31.00	\$120.00
\$101 - \$200	\$19.00	\$60.00	\$501 - 600	\$35.00	\$140.00
\$201 - \$300	\$23.00	\$80.00	\$601 - 700	\$39.00	\$160.00
\$301 - \$400	\$27.00	\$100.00	\$700 and up	(call for shipping rates)	

Make sure to enter (above) the appropriate Additional Materials Shipping Charge based on the tables on the left. US and Canada only. Customers in other countries must contact MTI for exact shipping fees.

SALES TAX (where applicable):

\$ \_\_\_\_\_

**ADDITIONAL MATERIALS GRAND TOTAL (add this total to Contract Confirmation Page)**

\$ 75.00

*You MUST return this form along with your contract to receive materials. All sales are final. No refunds or exchanges.*

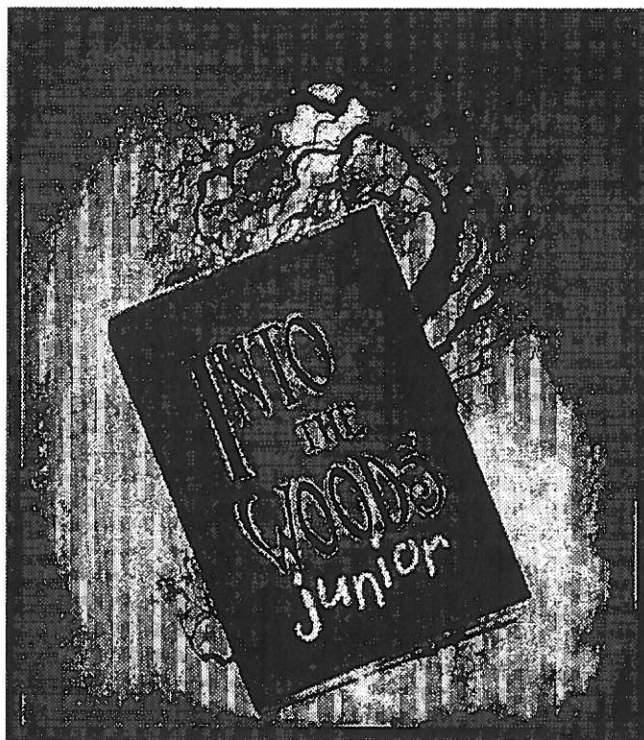
\*\*\* Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order.\*\*\*

## ***AUTHOR BILLING - INTO THE WOODS JUNIOR***

In accordance with the Dramatic Performing Rights License, all advertising, such as posters and program covers, must include the show logo as provided in the ShowKit™ Director's Guide and all of the following author billing.

It is a violation of your contract if you crop or edit this logo in any way.

## Production of



*Music and Lyrics by* **Stephen Sondheim**

*Book by* **James Lapine**

*Originally Directed on Broadway by* **James Lapine**

*Original Broadway production produced by* **Heidi Landesman, M. Anthony Fisher, Rocco Landesman, Frederick H. Mayerson, Rick Steiner, Jujamcyn Theaters**

*Originally Produced by the* **Old Globe Theatre, San Diego, CA**

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

## MTI BILLING CREDIT

In accordance with the Dramatic Performing Rights License, all publicity materials (posters, programs, etc.) MUST include the following credit:

### INTO THE WOODS JR

is presented through special arrangement with Music Theatre International (MTI).  
All authorized performance materials are also supplied by MTI.  
[www.MTIShows.com](http://www.MTIShows.com)

## VIDEOTAPING WARNING

This license does NOT grant you the right\*\* to make, use and/or distribute a mechanical recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, audiocassette, videotape, film, CD, DVD and other digital sequencing. You agree to inform all parents, students and attendees of the above prohibitions against recording the show By means of both a program note and a pre-show announcement.

In compliance with the above condition, you MUST include the following warning in your program:

The videotaping or other video or audio recording of this  
production is strictly prohibited.

\*\*except with Disney titles, where a limited video license is available for \$75.00

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

### **DRAMATIC PERFORMING RIGHTS LICENSE**

**YOUR SIGNATURE IN THE ACCEPTANCE SECTION OF THE PRODUCTION CONTRACT WILL ACKNOWLEDGE THAT:**

- a) *you have read and understood the terms, conditions and provisions set forth below;*
- b) *you are authorized to enter into the Dramatic Performing Rights License on behalf of Licensee; and*
- c) *you agree to the terms, conditions and provisions contained herein on behalf of the Licensee.*

1. Your authorized materials will consist of the nonrefundable items, as listed on the Standard Materials page, for your cast to keep.
2. You agree that
  - Ticket prices for any performance of the show shall not exceed \$10.00 per ticket and
  - No performance shall take place for any audience exceeding 750 people unless such performances are free of any admission charge, donations or contributions. Any deviation from the foregoing restrictions requires the prior written permission of Music Theatre International.
3. This License grants one (1) cast the right to perform the Play as many times as you would like within the licensed dates listed on the front of this license. In any event it is a violation of this license and copyright laws to use ShowKit™ Materials in part or in whole past the license dates of this production.
4. All advertising, such as posters and program covers, must include the show logo as provided in the ShowKit™ Director's Guide. You will not make or sell merchandise bearing this logo, with the exception of t-shirts if purchased from MTI. You will inform the parents and students that they are also bound by this prohibition.
5. The student books are to be distributed to the performers and are theirs to keep. All performers in the show must be in 9th grade or younger, unless otherwise authorized in writing in advance by MTI.
6. The performance rights granted by this license apply only to the organization named on this license through special arrangement with Music Theatre International, exclusive licensing agent for live stage performances of this play.
7. You understand that this play is fully protected by Federal and International Copyright laws, and therefore:
  - You will properly credit the Authors of the Play, credit Music Theatre International and reproduce the play logo and trademark on all posters and in all programs exactly as provided.
  - You must perform this Play exactly as it has been provided to you in the materials, and you may not add or delete any music or lyrics (including adding songs or dialogue from the full version of the Play or any film version of the Play), alter any music or lyrics, change the sequence of songs or scenes, or make changes of any kind in the text of the Play, including deletions and changes to the period, characters and characterizations.
  - You will not reproduce, post or electronically transmit on the Internet or social media, rent or sell any of the materials.
  - Recording: This license does not grant you the right to (i) record and/or distribute an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, tape, film, CD, DVD or digital versions; or (ii) televise, broadcast, stream, make available for download or otherwise post on the Internet or through any mobile device the Play or any portion of it. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement. If you have purchased a Streaming or Video License (where available) for your production of the Play, you may permit limited recording in accordance with the terms of the Streaming or Video License.
8. The use of makeup to alter a performer's race or ethnicity (e.g., blackface, etc.) is strictly prohibited under this license. Certain titles may have additional casting requirements set forth in a separate contract rider.



# CONTRACT RIDER

Your MTI Rep: ERIC GRAPATIN  
Your MTI Account Number: 0028970  
Contract #: 9790334 Printed on: 01/04/23

## RESTRICTIONS ON CHANGES TO PLAY AND USE OF REPLICA ELEMENTS

By signing the Production Contract to which this Rider is attached, the individual signing on behalf of Licensee (the "Authorized Signatory") acknowledges, on behalf of Licensee, that under federal copyright law and the terms of the Production Contract, the Licensee may not (a) make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials") or (b) use any choreography, direction or design elements from any prior production or film version of the Play except as set forth below under **Permitted Uses**. Without limiting the foregoing, Licensee acknowledges that it **may not**:

- Make changes of any kind, including changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play, regardless of whether the authors have approved any similar changes for a prior production of the Play.
- Add music, dialogue, lyrics, scenes, scenarios, characters, framing devices or anything to the text or structure of the Play as embodied in the MTI Rental Materials, including adding any songs or dialogue from any film version of the Play or from any other version of the Play.
- Delete, in whole or in part, any material (including music, lyrics or text) from the Play as embodied in the MTI Rental Materials.
- Use any of the designs, direction, choreography, logos or artwork, or other intellectual property from any Broadway, London, or touring productions or from any film version of the Play, except as set forth below under **Permitted Uses**. The rights to all of these elements are owned by third parties and are not granted as part of this Performance License.

**Permitted Uses:** Notwithstanding the foregoing restrictions, Licensee may use production elements such as choreography, direction, designs and/or logos when (i) any such elements are specifically authorized for use by MTI, either as part of MTI's standard rental package (or ShowKit®, for Broadway Junior® titles), or (ii) a license to use any such element is purchased separately by Licensee, where available.

If Licensee violates any of these restrictions, Licensee acknowledges and agrees that MTI may revoke Licensee's contract and cancel the production without advance notice and without Licensee recourse of any kind, that Licensee will forfeit any prepaid fees and/or royalties in full and that Licensee may be sued for breach of contract and federal copyright infringement to the full extent of the law.

By signing the Production Contract, which incorporates by reference the terms of this Rider, the Authorized Signatory acknowledges that the Authorized Signatory:

- a. has read and understands the terms above regarding changes to the Play and use of replica elements;
- b. has reviewed, or will review, the terms of this Production Contract regarding changes to the Play and use of replica elements with the director and entire creative team of Licensee's production; and
- c. represents and warrants that the director and creative team have been or will be instructed that (i) no changes may be made to the Play without the written consent of the Rightsholders and (ii) they shall not copy or replicate any of the creative elements of prior productions or film version of the Play.

## **MTI CONTRACT CHECKLIST**

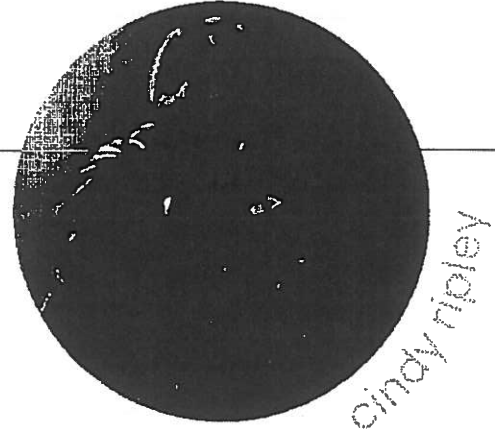
Before sending anything back to MTI, make sure you have completed all of the following steps!

Did you remember to....

- Order Additional Materials (if applicable)?
- Transfer the Additional Materials Total to Page 2?
- Determine and Total the "Amount Enclosed" on Page 2?
- Fill out Payment information completely on Page 2?

Make sure to return ALL of the following to MTI:

- Completed and Signed Production Contract (Page 2)
- Completed Additional Materials Order Form — if applicable
- FULL Payment



## **Get Expert Advice and Solutions from ShowSupport!**

Show Support is our free online support feature where you can pose questions and offer solutions to the entire Broadway Junior community.

Along with your fellow teachers, our educational expert Cindy Ripley is always available to help you with any challenge.



## **Celebrate Your Production with our Recognition and Publicity Program**

As a special way of saying "Thank You" for presenting a Broadway Junior musical, we're happy to offer FREE professional assistance in publicizing your upcoming production and rewarding your students' accomplishments.

Elements include:

- Official Press Release to Your Local Media
- "Break a Leg" Message on Facebook
- A "takeover" of MTI's Instagram on your opening night

————— learn more @ [mtishows.com/broadwayjunior](http://mtishows.com/broadwayjunior) —————

If your organization requires MTI's W-9 before it can pay amounts due under your license,  
**\*\*Please give this form to your BUSINESS OFFICE or PURCHASING DEPARTMENT\*\***

Questions? Email: [ap@mtishows.com](mailto:ap@mtishows.com).

<p>Form <b>W-9</b>          (Rev. October 2018)          Department of the Treasury          Internal Revenue Service</p>	<p><b>Request for Taxpayer          Identification Number and Certification</b></p> <p>► Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p>Give Form to the          requester. Do not          send to the IRS.</p>	
<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.          MTI Enterprises Inc.</p>			
<p>2 Business name/disregarded entity name, if different from above          d/b/a Music Theatre International</p>			
<p>Print or type.          See Specific Instructions on page 3.</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 checked="" 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><small>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.</small></p> <p><input type="checkbox"/> Other (see instructions) ► _____</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>5 Address (number, street, and apt. or suite no.) See instructions.          423 West 55th Street, 2nd Floor</p>		<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code          New York, NY 10019</p>		
	<p>7 List account number(s) here (optional)</p>		

**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.

**Social security number**

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

**Employer identification number**

1	3	-	2	9	7	6	4	6	8
---	---	---	---	---	---	---	---	---	---

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.

**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 ► *Robert J. Ingle*    Date ► 1/1/2023

**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](http://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.*