

**DATE:**

**FROM:** INTEGRA MANAGEMENT CORP.

**PROPERTY:**

**TO:**

**SUBJECT:** VENDOR DOCUMENT REQUEST

Dear Valued Vendor:

All Community Associations that have received your services in 2012 are required to file a form 1099 with the Internal Revenue Service for amounts paid to non-corporate vendors. To insure proper filing of these forms, it is essential that you provide us with the following documentation:

1. **W-9 FORM** - Complete and return the attached Form W9. Please note on the W9 form if you are a corporation or if you are "Trading As".
2. **CERTIFICATE OF INSURANCE** - The certificate must name the Association and INTEGRA Management Corp. as an additional insured and show the following coverages and minimum limits of coverage:
  - a. General Liability (minimum \$500,000 coverage)
  - b. Property Damage Liability (minimum \$500,000 coverage)
  - c. Owned and Non-Owned Auto (minimum \$300,000 coverage)
  - d. Workers Compensation

All partnerships, LLC's and sole proprietors must supply a certificate of insurance for worker's comp coverage that states whether coverage was **ELECTED** or **REJECTED** by the proprietor, partners or members. If you are a sole proprietor and do not have workman's compensation coverage, you must send us a signed letter stating this. **The certificate holder should be in the name of the property above, C/O of INTEGRA Management at the address below.**

### 3. NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Please return this information as soon as possible to INTEGRA's accounts payable department at the address / fax below.

Please be advised that payments will not be issued until we receive the documentation listed above. Please contact the community manager with any questions on the above items.

INTEGRA Management Corp.

200 Valley Road, Suite 203

Mt. Arlington, NJ 07856

T (973) 770-1500 F (973) 770-3669

**DATE:**

**FROM:** INTEGRA MANAGEMENT CORP.

**ASSOCIATION:**

**TO:**

**SUBJECT:** Vendor W9 Forms & Insurance Certificate

Dear Valued Vendor:

All Community Associations that have received your services in 2012 are required to file a form 1099 with the Internal Revenue Service for amounts paid to non-corporate vendors. To insure proper filing of these forms, it is essential that you:

\_\_\_ Complete and return the attached Form W9. Please note on the W9 form if you are a corporation or if you are “Trading As”.

\_\_\_ Please also supply us with your most current certificate of insurance, if you have not already done so. This certificate **must** show workman’s compensation and general liability coverage. All partnerships, LLC’s and sole proprietors must supply a certificate of insurance for worker’s comp coverage that states whether coverage was **ELECTED** or **REJECTED** by the proprietor, partners or members. If you are a sole proprietor and do not have workman’s compensation coverage, you must send us a signed letter stating this. The certificate holder should be in the name of the property above, C/O of Integra Management at the address below.

\_\_\_ Please name the Association as additionally insured.

\_\_\_ Please also supply us with a copy of your New Jersey Business Registration Certificate.

Please return this information in the enclosed envelope as soon as possible. **We cannot issue any payments until we have received ALL of this information.**

Thank you for your prompt attention to this matter.

Sincerely,  
**INTEGRA MANAGEMENT CORP.**

Accounts Payable Bookkeeper  
**Attachments:** W9 Form, Return Envelope

**INTEGRA Management Corp.**  
200 Valley Road, Suite 203  
Mt. Arlington, NJ 07856  
T (973) 770-1500 F (973) 770-3669  
[www.integramanagementcorp.com](http://www.integramanagementcorp.com)

## Request for Taxpayer Identification Number and Certification

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

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,