

# **Request for Proposal Notice**

**for Depository Services by  
La Villa Independent School District  
PO Box 9 (500 E. 9<sup>th</sup> Street)  
La Villa, Texas 78562**

La Villa Independent School District is soliciting proposals from banks to serve as a depository to assist with the banking functions for funds of the district.

## **This Bid has the following Sections:**

Part One- RFP Notice: Introduction and Instructions to Bidders and Proposal Specifications  
Part Two- Representation and Certifications (to be completed and returned with Bid Package)  
Part Three- Proposal form and specifications  
Part Four- La Villa ISD Investment Policy  
Part Five- Attachments A & B W-9 Form (to be completed and returned with RFP submittal sheet)

## **Part One- Request for Proposal Notice**

### **Introduction**

In accordance with the Texas Education Code (TEC), Chapter 45, Subchapter G, School District Depositories, the Board of Trustees of the district will select a depository through soliciting proposals for a depository services contract for a term of two years beginning July 1, 2023 and ending June, 2025 or until a successor depository is selected, qualified, and agrees to a depository agreement based on either fees or compensating balances.

The district and the depository may agree to extend this contract for two additional two-year terms in accordance with the TEC, §45.205. This section requires that the contract and any extension of this contract coincide with the district's fiscal year. If the district changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract remains in effect until its successor is selected and has been qualified. If the parties cannot agree, the district has the option to change the term of this contract.

The legal provisions providing for naming a depository of the district are set forth in the TEC, Subchapter G, School District Depositories, §§45.201 through 45.209. Investments by the district are governed by the Texas Government Code (TGC), Chapter 2256, Public Funds Investment. Securities pledged as collateral to secure district deposits are governed by the TGC, Chapter 2257, Collateral for Public Funds.

### **Bank Questions**

Questions regarding this proposal request, or the services requested, will be accepted in written or email to Amalia M. Munoz at [amalia.munoz@lavillaisd.org](mailto:amalia.munoz@lavillaisd.org) or before 10:00am on April 24<sup>th</sup>, 2023. Responses to all material questions submitted will be communicated in writing or by email to all known interested banks by 10:00am on April 25<sup>th</sup>, 2023.

### **Proposal Submission**

To be eligible for consideration under this request, the bank must submit three complete paper copies of each proposal by 2:00pm CST or CDT on April 26, 2023 to the address below. The

district will not accept proposals received after that time. Late submissions to the district address will be returned unopened.

The proposal must be submitted in a sealed envelope or packet marked "Depository Services." An accompanying transmittal letter must be signed by a person authorized to bind the institution, state that the proposal is valid for 180 days from the submission date and give full contact information regarding the proposal.

The proposals must be delivered by mail, express mail, or in person to:

La Villa ISD  
Attn: Amalia M. Munoz  
Depository Services  
500 E. 9<sup>th</sup> Street  
PO Box 9  
La Villa, Tx. 78562

All questions in the attached uniform proposal blank should be answered and provided to the district as the bank's proposal.

The bank must attach a cashier's check in the sum of \$500.00 payable to La Villa ISD. If any portion of this contract is awarded to the bank, the check will be returned to the bank. If the bank fails to execute the contract in a reasonable time, the district will cash the check as liquidated damages. If the proposal is not accepted, the check will be returned to the bank immediately after the contract award.

## **Evaluation Process**

### *Selection Criteria*

The district will use the following criteria to evaluate the proposal and award the contract:

- 25 % - Cost of services (charges for keeping district accounts, records, and reports and for furnishing checks)
- 5 % - Additional services offered (purchasing card, payroll card, lease rate, other)
- 5 % - Funds availability schedule
- 15 % - Automated services offered.
- 15 % - Ability of the bank to provide the necessary services and perform the duties as depository. Experience in providing depository services to similar accounts (strength of project team)
- 15 % - Collateralization policy and type of third-party institution holding collateral.
- 10 % - Fraud prevention and notification policy
- 10 % - Interest rates offered on time deposits.

100%- Total

The district reserves the right to reject any or all proposals and to accept the proposal the district considers most advantageous. If any portion or provision of this proposal and any contract between the depository and district entered is invalid, the remainder, at the option of the district, must remain in full force and effect and not be affected. Acceptance of a proposal will be based on the total package of services offered by the bank.

### **Legislative Change**

Changes in the law that may be enacted by the Texas Legislature, in session, could alter the scope of requirements as stated in this document. The proposal should conform to all statutes in effect at the time of proposal opening.

### **Schedule for Selection Process**

The district will make every effort to adhere to the following schedule:

04/11 & 17/2023	Release of Request for Proposal (RFP)
04/24/2023	Deadline for questions concerning the RFP or services requested.
04/25/2023	Responses given to any questions provided to all known interested banks
04/26/2023	Deadline for proposal submission
05/09/2023	District Board award of contract
05/10/2023	Contract commencement

### **Other Requirements**

The following requirements must be met:

1. The bank selected as the depository will notify the district in writing within 10 days of any changes in federal or state regulations or laws that would affect the depository agreement.
2. The depository's records relating to the district's accounts must be open to review by the district, its independent auditors, and the Texas Education Agency.
3. The district reserves the right to pay for depository services by targeted balances or by fees.
4. The district reserves the right to exclude direct payroll deposit service from the depository contract if the bank does not offer direct payroll deposit service.

### **District Rights**

The district reserves the right to:

- waive any defect, irregularity, or informality in the proposal or proposal procedures;
- reject any and all proposals;
- accept any proposal or portion thereof most advantageous to the district;
- request additional information or require a meeting with bank representatives for clarification;
- cancel, revise, or reissue this request for proposal or any portions of it,
- negotiate any conditions;
- retain all other provisions even if any provision of the proposal is determined invalid;
- modify deadlines; and
- select any proposal considered to be in its best interest as determined by the district.

### VOLUMES

Type of Account	Average Number of Items	Average \$ Amount of Items
<b>Property Tax Deposits</b>	4-6/month	\$25,000-\$75,000
<b>Payroll</b>		
Monthly Checks	10	
Monthly direct deposit	3	
Semi-monthly checks	10	
Semi-monthly direct deposit	113	
Monthly payroll		\$320,000
<b>General Operating</b>		
Monthly checks/Payments	100	\$350,000
Electronic Debits	15	
Electronic Deposits	18	
Deposits	100	

### ACCOUNT STRUCTURE

Type of Account	Number of Accounts	Description of Accounts
Checking	5	General Operating, Payroll, Interest & Sinking (Debt Service), Student Activity, Teacher Activity

**The district presently maintains accounts as listed below. The District reserves the right to open additional accounts or to close accounts during the course of the depository contract.**

Type of Account	Number of Accounts	Interest Bearing/Non-Interest Bearing
General operating	1	Non-interest bearing
Interest & Sinking (Debt Service)	1	Non-interest bearing
Payroll	1	Non-interest bearing
Student Activity	3	Non-interest bearing
Teacher Activity	2	Non-interest bearing

### Submittal Information/Mandatory Requirements

**Please allow adequate mailing time for your response. Proposal responses must be received no later than the proposal opening time: April 26<sup>th</sup>, 2023, at 2:00PM.**

All Responses to this request for proposals must meet the following conditions to be considered:

- La Villa ISD will not be liable for any cost incurred in the preparation of any response.
- Faxed proposals will not be accepted.
- Complete and return the attached representations and certifications forms.
- Complete, sign and return the attached bid forms, addressing all questions on additional paper if necessary.
- Complete and return W-9 form.
- Bank submitting bids should be careful to see that appropriate bid form used.
- Enclose annual audited financial operating statement for the past fiscal year, plus a report of the most operating quarter. Members of bank holding companies include corporate annual financial statements and the individual bank's call report for the most recent operating quarter. Additional data may be requested, if necessary.
- Enclose a statement of the firm's affirmative action policy and community reinvestment Act statement plus any other supporting information.
- Type of collateralization bond to be provided during the term of the contract.
- The district will require the selected depository to designate a local bank officer as a primary contact with the school district. List qualifications of other personnel assigned to manage this account and their physical work location.
- Provide a statement of any current or potential conflict of interest.
- All bids must be sealed and clearly marked on the outside, "Depository Services. Attention: Amalia M. Munoz"

**LA VILLA ISD DOES NOT ACCEPT ELECTRONIC SUBMISSIONS OR FAX BIDS**

Your response to the information requested in the enclosed Request for proposal, including related cost data and any supporting documentation will be used to make the final selection. Your written proposal will be the primary communication of your qualifications to serve La Villa ISD.

## **Part Two: Representation and Certifications**

By submitting this offer, the vendor certifies that he/she is a responsible authorized officer of the company and certifies the accuracy of the following statements:

- a) Represents that to the best of its knowledge it is not indebted to the La Villa Independent School District. Indebtedness to the District may be the basis for non-award and/or cancellation of any award.
- b) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract.
- c) Section 44.034 Subsection (a) of the Texas Education Code requires a person or business entity that enters into a contract with a school district must give advance notice to the district if the person and/or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." Subsection (c) this notice is not required of a publicly held corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge (check only one item).

- 1. \_\_\_\_\_ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- 2. \_\_\_\_\_ My firm is not owned nor operated by anyone who has been convicted of a felony.
- 3. \_\_\_\_\_ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **SUSPENSION AND DEBARMENT CERTIFICATION**

**Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods and services equal to or more than**

**\$100,000 and all non-procurement transactions (e.g., sub- awards to sub-recipients).**

Firms receiving individual awards of \$100,000 or more and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award of \$100,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

Name of Firm: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**22.0834 Criminal History Record Information Review of Certain Contract Employees and Senate Bill 9**

Texas Education Code Chapter 22 requires an independent contractor who provides services to a school district to submit to a criminal history review if the independent contractor will have continuing duties related to the contracted services and direct student contact. Each independent contractor must certify to the District that the contractor has complied.

A covered independent contractor with a disqualifying criminal history is prohibited from serving at a school district. The following offenses are disqualifying if, at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state. The District reserves the right to designate other convictions or other criminal history information as disqualifying.

I certify that I have obtained all required criminal history record information regarding myself through the Texas Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT). I further certify that I do not have a disqualifying criminal history. I agree to notify the District in writing within 3 business days if I am arrested or adjudicated for a disqualifying reason during the contract term.

I agree to provide the District, upon request, my full name and any other requested information so that the District may obtain my criminal history record information. I understand that the District may terminate my services at any time if the District determines, at its sole discretion, that my criminal history is not acceptable.

Noncompliance or misrepresentations regarding this certification may be grounds for contract termination.

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Printed Name

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Date

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Signature

## **AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING**

By submission of this response, the undersigned certifies that:

1. Neither the Respondent nor any of its officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Respondent or potential Respondent or given any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached response or the response of any other Respondent, and further states that no such money or other reward will be hereinafter paid.
2. No attempt has been or will be made by this firm's officers, employees, or agents to lobby, directly or indirectly, the District's Board of Trustees between response submission date and award by the District's Board of Trustees.
3. No officer, or stockholder of Respondent is a member of the staff, or related to any employee of the La Villa Independent School District except as noted below:

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The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the Respondent as well as to any person signing on Respondent's behalf.

**PROPOSAL FORM**  
**FOR DEPOSITORY SERVICES**  
**BY LA VILLA INDEPENDENT SCHOOL DISTRICT**

**Part Three- Proposal Form**

In this document, the terms "you" and "your" refer to the depository bank, and "we," "our," and "us" refer to the district named above.

You must answer all questions in this form and provide it to us as your bid.

We have the right to reject any bid. If any part of this bid or any contract entered into between you and us is invalid, the remainder, at our option, remains in force and is not affected. We have the right to use a sub-depository bank other than the primary bank and those deposits will be collateralized.

**Bank Compensation**

We may pay for your services by targeted balances or by fees and change the methodology when appropriate. Please detail any differences in related costs to us with either option.

**Compensation Based on a Targeted Balance**

We may choose to pay for your services by maintaining a targeted amount of our funds in the depository. We will maintain balances in the checking accounts to compensate you in full or in part for the services provided. You must provide a monthly account analysis that reflects the earnings credited for these balances.

You may invest any excess collected balance daily as directed by us in an overnight investment that we approve, an interest-bearing account, or a money market mutual fund registered with the Securities and Exchange Commission (SEC) which strives to maintain a \$1 NAV. Please list below the overnight investment and any index upon which the rate will be based.

The rate history at your bank for the months beginning MM/YY and ending MM/YY was:

Earnings Credit Rate (ECR):	_____ %
Interest Bearing Accounts:	_____ %
Money Market Accounts:	_____ %
Sweep Accounts:	_____ %

*[Alternatively, the district may require the depository bank to complete the information by month according to Attachment A, Historical Information about the Bank.]*

If any of these rates is based on an index rate (such as the T-Bill auction rate), stipulate how you will use the index to calculate the rate.

**Compensation Based on Fees**

We may choose to pay for your services on a straight fee basis in which we will not maintain a targeted balance. You will assess fees, and we will pay them in accordance with your proposed fees as listed on Attachment A, Volumes for Pricing Transactions.

## District Investments

We reserve the right to purchase, sell, and invest our funds and funds under our control, including bond funds, as authorized by the Texas Government Code, Chapter 2256, Public Funds Investment Act, and in compliance with our investment policy, a copy of which is attached as Attachment C.

We may choose to invest in time deposits at the depository. You will pay interest on our funds placed in time deposits with maturities we chose. The interest rate spread on the deposits should be indicated as above, below, or equal to the "asked" yield on the comparable maturity T-Bill of the proposed time deposit being purchased as reported in an independent, financial source.

Single Maturity Time Deposits of more than \$250,000:

Maturity	Basis point spread over (+) or under (–) T-Bill "asked" yield <i>[District-specified rate]</i>
7 – 29 Days	_____
30 – 59 Days	_____
60 – 89 Days	_____
90 – 179 Days	_____
180 – 364 Days	_____
365 Days or More	_____

## Collateral

### Collateral Conditions

You must provide collateral equal to 102 percent of all our time and demand deposits plus accrued interest minus applicable Federal Deposit Insurance Corporation (FDIC) coverage. Collateral will be pledged to us and held in an independent safekeeping institution by a custodian or permitted institution as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act. You will be liable for monitoring and maintaining the collateral and the required margin at all times and will provide an original safekeeping notice and a monthly report of the collateral including at least the security description, par amount, cusip, and market value.

You and we must execute a collateral agreement in accordance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). Provide a sample collateral agreement as Attachment D, Sample Collateral Agreement.

We estimate our maximum anticipated collateral requirement to be \$3,500,500.

If voluntary collateral pooling is legislated during the period of this contract, you and we may consider it and agree to use it under this contract.

### Eligible Collateral

We will accept only approved securities as specified by the TEC, §45.201, as pledged collateral, voluntary pooled collateral (if available) or a Federal Home Loan Bank Letter of Credit.

We will accept only the following as pledged collateral in accordance with our investment policy (see Attachment C, District Investment Policy):

### **Banking Services Fees**

Based on the services we require from you, complete the proposed fee schedule, Attachment A, Volumes for Pricing Transactions. All fees which may be charged to supply the services must be included or will not be eligible under the contract. We and you reserve the right to mutually agree upon any change of contract terms or pricing during the contract extension periods.

### **Depository Information**

Please answer the following questions about your depository bank.

- 1.State the full name and address of the depository and any parent holding company. List all branch locations within our boundary.
- 2.Provide the annual audited financial statement for the most current fiscal year. This may be in printed form, but we prefer an electronic link to the website. Members of your holding companies must include corporate annual financial statements and your individual call report for the most recent operating quarter. Audited financial statements are required each year of the contract.
- 3.State your rating from an independent depository rating agency or, if that rating is not available, the rating on your senior and subordinate debt. You must inform us of any change in this rating during the period of the contract within a reasonable period.

#### **4.Contact Information**

To ensure smooth communication and continuation of services, you must assign a specific account executive and a backup to our account to coordinate services and help solve any problem encountered.

- a. Designate a depository officer as a primary contact with us.

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

- b. Designate a depository representative as a backup contact with us.

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

- c. If the primary and backup contacts are not available, how do we contact someone in an emergency? After hours?
  - d. Describe in detail how you handle problem resolution, customer service, day-to-day contact, and ongoing maintenance for governmental clients. Please be specific about exactly whom we will be calling and working with for the situations described above.
5. List references from at least three of your current, comparable governmental clients. Include the length of time under contract and a client contact, title, and telephone number.
  6. Based on the services we require, please provide a proposed timeline for implementing the contract; include the timeline activities and direct responsibilities of both our district and your depository bank during implementation.
  7. Provide a copy of all agreements (including those not directly referenced in this bid) that will be required under the contract.
  8. If we award the contract to you, you must review our then-current district investment policy and certify in writing to that review in accordance with the Public Funds Investment Act verifying that you have sufficient controls in place to avoid transactions not authorized by the policy.

## **Banking Services**

### **1. Consolidated Account Structure with Sweep Mechanism**

We are interested in earning at then-current interest rates available at all times. We want the option to use an automated, daily sweep to a money market mutual fund or depository alternative account (if competitive) to reach our full investment goal. If repurchase is used as a sweep investment vehicle, only 1 day maturity repurchase is allowed.

Our current account structure is listed as Attachment B, District's Current Account Structure. We do not guarantee that we will maintain the balances or structure at these same levels.

You must clearly describe your most cost-effective account structure (interest bearing accounts, zero balance accounts [ZBAs], or sweep, etc.).

- a. Fully describe the proposed account structure. Would a sweep be from a master account with ZBAs or directly swept from the individual accounts? Is interest distributed at the account level?
- b. State the average interest rate on the recommended alternative structure for the past 12 months.
- c. If an SEC-registered money market fund is used for the sweep proposal, provide the full name and a copy of the prospectus. It must strive to maintain a \$1 NAV.
- d. Interest earned on interest bearing accounts must **not** be charged as an expense on the account analysis. Confirm acceptance of this condition.

We may be required or may desire to open additional accounts, close accounts, or change account types during the contract period. If this occurs, the new accounts and services must be charged at the same contracted amount or, if unanticipated, at not more than published rates.

## 2. Automated Cash Management Information

We are interested in automated balance and detail information and online retention. Minimum automated services must include the following [*The district specifies the requirements.*]:

- prior-day summary and detail balance reporting on all accounts
  - intraday detail and summary balances (on local main and payroll accounts)
  - initiation and monitoring of stop payments
  - positive pay exception transactions
  - initiation and monitoring of internal and wire transfers
  - image access
  - controlled disbursement presentment totals [optional]
- a. Fully describe your online service. **List** the system capabilities (for example, balance reporting, wires, positive pay, stop payment, etc.).
  - b. What is your backup process to report balances and transactions in case the system is not available?
  - c. When is daily balance information available?
  - d. Submit samples of major screens available, or provide web link access to a demonstration module.
  - e. How is an individual security sign-on assigned, and who maintains the security module? How many levels of security are available?
  - f. [Optional] With regard to controlled disbursements:
    - What is the cutoff time for disbursements?
    - What Federal Reserve location do these accounts clear through?
    - How do we have access to this information?

## 3. Deposit Services

We require standard commercial deposit services for all accounts.

We expect all deposited checks to clear based on your current published availability schedule, but please note any options for expedited availability in your bid. For all cleared deposits you receive by your established deadline, you must process them for same-day ledger credit. If you fail to credit our accounts in a timely fashion, you must pay interest to us at the then-current effective federal funds rate.

- a. What is your daily cutoff time to ensure same-day ledger credit?
- b. Describe how and when you send credit and debit advices to us.
- c. What type of deposit bags do you use or require? Are these available from you?
- d. In what city does item processing occur?

### Remote Deposit

We are interested in establishing (or using] remote check deposit for a few high-volume locations during the contract period. These deposits include both consumer and commercial checks.

- e. What are your current capabilities in remote check deposit? Describe how checks are processed and cleared. Please state the cutoff time for same-day ledger credit.
- f. Give two comparable references with contact information.
- g. Do you produce a daily balancing report? Provide a sample.
- h. What scanner equipment is required to operate the system? Is this equipment available through your depository bank for purchase or lease? Please list the equipment required along with its cost.

#### **4. Standard Disbursing Services**

We are interested in standard disbursing services for designated accounts.

- a. Do you image all paid checks, deposit items, and deposit slips?
- b. Are check and deposit images available online? When? Do you provide a monthly compact disc (CD)? If not, are reports downloadable?
- c. How long do you maintain check and deposit images online?
- d. Do you pay all our checks without charge upon presentation?

#### **5. Positive Pay**

We require positive pay services if available at the bank for designated accounts on which checks are written. The positive pay process should be fully automated and web based. We will transmit check information electronically to you on each check run and as we create checks manually.

- a. Describe the data transmission and transfer requirements for automated and manual checks.
- b. Is input available online for manual checks? If it is not available online, how do we transmit information on individual manual checks to you?
- c. How can we change or delete check records, if necessary?
- d. How do you notify us of a positive pay exception?
- e. When do you report exception information to us? When is the deadline for our exception elections? Are images of exceptions available?
- f. Are all checks, including those received by the tellers and vault, verified against the positive pay file before processing? How often do you update teller information?
- g. Do you offer payee positive pay?
- h. Please provide a copy of your file layout format.

#### **6. Account Reconciliation**

We anticipate using partial or full reconciliation services on all accounts in concert with positive pay, depending on cost effectiveness.

- a. Describe the partial and full reconciliation processes.
- b. With what format(s) does your system interface? What record formats are required? How do you send reconciled data to us? When?
- c. Please provide references of customers who use the XX ledger system?
- d. Specify all reporting alternatives.
- e. Are reports available online? How long are reports maintained online? Provide a sample copy of reports.

## **7. Funds Transfer and Wire Services**

Incoming wire transfers must receive immediate same-day collected credit. Wire initiation should be available online. We require that wires be released the same business day if information is provided by the established deadline.

- a. Describe the process of online wire initiation. What backup process is available for the online process in case the system is unavailable?
- b. Is any paper transaction required for transfers or wires as follow-up?
- c. How and when will you notify us of incoming wires? Online? Email?
- d. Is future dating available for both repetitive and non repetitive wires and transfers? How far in advance?
- e. What is the deadline for initiation:
  - by telephone?
  - online?
- f. Are templates and template storage available?

## **8. Optical Imaging**

We desire optical images that are downloadable or on CD on all accounts.

- a. What items and reports are available online (checks, statements, deposit slips, deposited items, etc.)? How long are each available online?
- b. What items are captured on the monthly CD, if provided?
- c. When do you make the monthly CD or imaged reports available?
- d. When and for how long are statements and account analyses available online?

## **9. Automated Clearinghouse (ACH) Services**

We require ACH transactions for payable and receivable transactions. We require a pre-notification (pre-note) on all new transactions.

- a. Describe the transmission alternatives for individual ACH transactions. Can we initiate individual ACH transactions online?
- b. What filters and blocks are available on our accounts for ACH transactions?
- c. Are ACH addenda shown in their entirety online and in reports?
- d. What is your policy on pre-notification? Is the pre-note charged as a standard ACH transaction?
- e. What is the deadline for transmission (hour and day) for a payroll to credit employee accounts on a Friday?
- f. Is ACH positive pay available?
- g. Does ACH debit the account on day of initiation or settlement?

## 10. Safekeeping Services

We may require you or another eligible offeror to provide book-entry safekeeping services for any securities we own. We will make all our investments and transmit instructions for clearing and safekeeping to you in writing or electronically.

All securities must be cleared on a **delivery versus payment (DVP)** basis. Ownership must be documented by original clearing confirmations, and safekeeping of receipts must be provided within one business day of the transaction. Funds for investments must be drawn from our designated demand deposit account. All principal and interest payments, coupon payments, and maturities must receive automated same-day collected credit on our designated account without requiring any additional action by us.

If you use a correspondent bank for safekeeping our securities, the transactions must be handled through your systems and must not require additional interaction by us with the correspondent bank. No delay in transactions, wires, or flow of funds is acceptable under a correspondent relationship.

- a. Are you a member of either the Federal Reserve or a Federal Home Loan Bank? If not, name the correspondent depository you would use for clearing and safekeeping. Describe any safekeeping arrangement proposed with a correspondent depository including processing requirements by us.
- b. Are security transactions available online for either originating or monitoring?
- c. What is the deadline for settlement instructions on a cash (same-day) settlement? Would we incur any charge for late instructions?

We may choose to purchase time deposits from you, but all time deposits will be competitively bid at the time of purchase.

## 11. Collateral Requirements

You must meet all the requirements, including those beyond the Public Funds Collateral Act, as stated below. The bid must state that you agree to the following terms and conditions:

- All collateral pledged to us must be held by a custodian or permitted institution as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act.
- We, you, and the safekeeping bank must execute a triparty safekeeping agreement for custody of pledged securities in full compliance with the FIRREA requiring a depository resolution. (Or completion of Circular 7 if a Federal Reserve bank is acting as custodian. Even if a Federal Reserve bank is used, you and we must still execute a depository agreement.)
- All time and demand deposits above FDIC coverage must be collateralized at a minimum of 102 percent of principal plus accrued interest at all times (110 percent on mortgage-backed securities).
- You are contractually liable for continuously monitoring and maintaining collateral at our required margin levels.
- The custodian must provide evidence of pledged collateral by sending original safekeeping receipts or a report directly to us within one business day of receipt.
- We must receive a monthly report of collateral pledged including description, par, market value, and cusip, at a minimum.
- We may grant substitution rights if you obtain our prior approval and if substituting securities are received before previously pledged securities are removed from safekeeping.

Authorized collateral includes only approved securities as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act and noted above.

- a. Do you propose any collateral charges? If so, under what conditions are they charged, and how is the charge applied?
- b. What is your deadline for requesting collateral in excess of existing requirements?

## **12. Account Analysis**

You should provide monthly account analysis reports for each account and on a consolidated account basis.

- a. When is the account analysis available each month?
- b. Is the account analysis available online? Is it imaged monthly on electronic media?
- c. Are paper statements also sent to us? If so, when?
- d. How long will it take you to correct any billing errors on the account analysis?

## **13. Monthly Statements**

You must provide monthly account statements on all accounts with complete supporting documentation.

- a. State when monthly statements will be available each month online and on paper.
- b. Is the monthly statement available online? If so, when and for how long? Are the statements imaged and/or put on electronic media monthly?
- c. If imaged, are paper statements also sent to us? If so, when?

## **14. Overdrafts**

- a. Are all accounts aggregated for overdraft calculation purposes?
- b. State the rate basis for intraday and interday overdrafts.
- c. What is the policy for daylight overdrafts?

## **15. Stop Payments**

We desire an automated stop payment process.

- a. What are the time period options available for stop payments?
- b. What are the options for extended stop payment periods? How are they extended?
- c. What is the cutoff hour for same-day action on stop payments?
- d. Can we initiate stop payment orders online? If so, do you require any paper follow-up document?
- e. What information on current and expiring stop payments is available online?

## **16. Customer Service**

- a. Do you offer customer services in languages other than English?
- b. What languages are offered?

## **17. Service Enhancements**

Based on the information you provide in the bid and your knowledge of the public sector, please describe any services or technological enhancements, not previously mentioned, that we should consider to manage our treasury operations more effectively.

### **Optional Services**

#### **1. Nonsufficient Funds (NSF) Checks Re-presented as ACH (Re-presented Check [RCK] Entry)**

We may want the option of the second presentment to be made by ACH to targeted dates for maximum collection potential.

- a. Are you currently using ACH for collection of NSF checks? How long have you been providing this service? Provide two comparable references with contact information.
- b. How are the NSF and the later ACH transactions matched and reconciled? Does your system cross-reference the two transactions in any way?
- c. Is the NSF information, image, or occurrence available online? When and how? For how long is it available online?
- d. Can we specify any target pay day(s)?

#### **2. Merchant Services.**

We are interested in possibly accepting credit card payments for various activities.

The service should include daily capture, transmission, and authorization of payments at point of sale and on the web. The service must include reporting by location.

- a. Do you currently offer merchant card processing services? How long has this service been available? What interface format(s) does your system supply?
- b. How many institutions and end customers do you have?
- c. Describe the fee components of a merchant card processing relationship. Provide a list of all the fees to us. State the association fees, the discount rates, and your fee per transaction.
- d. Do you have software that allows online payments to us through your portal?
- e. Describe the reporting functions and data availability.
- f. Describe billing options.
- g. Describe the authorization method or process used. How are incorrect authorizations reversed?
- h. Describe your debit card processing capabilities. Do you distinguish between debit and credit cards on your bank identification number (BIN)? Can you program a debit card to the lowest cost network?
- i. Describe your transmission process. Describe the monitoring and notification process if transmissions fail.
- j. Is data imaging available online? What is available online? When? For how long?
- k. Describe the dispute resolution process.
- l. Describe your security measures for Internet transactions and unauthorized use.

#### **3. Payroll Cards or Debit Cards**

We are exploring the use of stored-value cards (payroll cards or debit cards) as a payroll option for employees at a minimum. Cardholders should be able to use the cards as debit cards for purchases

at point of sale as well as for cash withdrawals at financial institutions and automated teller machines.

The purchasing ability of the cards must be limited to the stored value of the card. We may choose not to pay for access fees for the employees issued the stored-value cards.

We will be responsible for any marketing of the program and have total discretion on the distribution of the cards. We will enroll the employees. You must provide cardholders with all processing and transaction information and reports. We expect the following services from you, at a minimum:

- embossing, encoding, and distributing standard cards as directed by us
- providing paper and electronic statements to cardholders
- administering accounts, including maintenance of accounts, application of funds, authorization of transactions, and related tracking
- customer service functions
  - a. Do you currently provide this service? If so, how long has it been available?
  - b. How many institutions and end customers use the service? Provide three comparable references for the service.
  - c. Which program (authorization marks) does your program use? (Visa, MasterCard, etc.)
  - d. Describe the enrollment process. Is enrollment batched and web-based?
  - e. Describe the manner by which funds will be made available to the cardholders.
  - f. What are the inactivity levels for the program? Do these generate additional fees? Describe any other potential fees.
  - g. Are all funding transmissions by standard ACH? Describe the data transmission requirements and deadlines.

#### **4. Purchasing Cards**

We may consider a purchasing card program during the contract period. Cards would be assigned to our employees for defined use.

- a. What card platforms do you support (MasterCard, Visa)? Do you use a third-party processor?
- b. What, if any, information is available online? When? Describe data download and integration capabilities. Describe reporting capabilities.
- c. What client support is available? How is it provided?
- d. Describe the diverse parameters and restrictions available for the card control. How many access levels are available?
- e. Discuss settlement and corporate liability terms. Include information on your support for the program and your experience, settlement terms on payment, security procedures, and license requirements. How will we receive billing?
- f. Describe how cards are issued, deleted, or replaced. How do you handle lost or stolen cards?
- g. Provide three comparable references for the service.

#### **5. Check Printing**

- a. Do you offer check printing services? Describe?
- b. What is the deadline for same-day and next day printing?

- c. Where are checks printed and sent from?
- 6. Smart Safes
  - a. Do you offer smart safes? Describe.
  - b. From our deposit history is this cost effective?

**List of schedules/attachments provided by District:**

Copy of District audited financial statements:

[https://www.lavillaisd.org/apps/pages/index.jsp?uREC\\_ID=1680918&type=d&pREC\\_ID=1978781](https://www.lavillaisd.org/apps/pages/index.jsp?uREC_ID=1680918&type=d&pREC_ID=1978781)

Attachment A, Volumes for Pricing Transactions  
(filled in with volumes) Attachment B, District's  
Current Account Structure  
Attachment C, District Investment Policy

**List of schedules/attachments to be provided by Depository:**

The following information must be included with the proposal:

Copy of Depository audited financial statements [or link to web site]  
Corporate audited financial statements and the individual Depository's  
call report (for members of Depository holding companies) [or  
link to web site]

UPBR reference

Attachment A, Volumes for Pricing  
Transactions (filled in with rates)  
Sample Account Analysis Statement and  
User's Guide (if applicable) Attachment  
D, Sample Collateral Agreement (if  
applicable)

Any agreements (including those not directly referenced in this RFP)  
which will be required to be executed under the contract (if  
applicable)

Samples of major screens or web access for automated cash  
management (if applicable) Sample daily balancing report for  
Remote Deposit (if applicable)  
Sample account reconciliation reports (if applicable)

**Optional Acknowledgments**

You confirm that you will not charge interest earned on the account analysis.

If awarded the contract, you must review our then-current district investment policy and certify in writing to that review in accordance with the Public Funds Investment Act verifying that you have sufficient controls in place to avoid transactions not authorized by the policy.

You accept the investment options and/or collateral conditions as specified in our investment policy.

By submitting this bid, you acknowledge that you agree with and accept all specifications in the bid except as you expressly qualified in the bid.

Bank: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

**Definitions**

Bond Proceeds

"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.

Investment Pool

"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.

Pooled Fund Group

"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.

Separately Invested Asset

"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.

*Gov't Code 2256.002(1), (6), (9), (12)*

Pledged Revenue

"Pledged revenue" means money pledged to the payment of or as security for:

1. Bonds or other indebtedness issued by a district;
2. Obligations under a lease, installment sale, or other agreement of a district; or
3. Certificates of participation in a debt or obligation described by item 1 or 2.

*Gov't Code 2256.0208(a)*

Repurchase Agreement

"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. *Gov't Code 2256.011(b)*

Hedging

"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

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into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

*Eligible Entity*

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

*Eligible Project*

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

*Gov’t Code 2256.0207(a)*

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

**Written Policies**

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

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4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

*Gov't Code 2256.005(a), (b)*

Annual Review      The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit      A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment Strategies      As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

*Gov't Code 2256.005(d)*

Investment Officer      A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

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with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training      Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

*Initial*      Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

*Ongoing*      The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception      The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

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1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

*Gov't Code 2256.008(g)*

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

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1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports* Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the period; and
  - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

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If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

*Gov't Code 2256.023*

**Selection of Broker**

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.  
*Gov't Code 2256.025*

**Bond Proceeds**

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

*Gov't Code 2256.0208(b)*

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of  
Governmental  
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

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2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
  - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
  - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
  - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
  - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

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pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

*Gov't Code 2256.009(a)*

*Unauthorized  
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

*Gov't Code 2256.009(b)*

Certificates of  
Deposit and Share  
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

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1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

*Gov't Code 2256.010(b)*

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase  
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

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The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending  
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
  - a. Pledged securities described at Obligations of Governmental Entities, above;
  - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
  - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

*Gov't Code 2256.0115*

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Banker's  
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

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In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
  - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
  - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed  
Investment  
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

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Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

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Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

*Gov't Code 2256.0204*

Hedging  
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

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and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov't Code 2256.0206*

Prohibited  
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

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**Note:** As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

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Loss of Required  
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

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**Sellers of  
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
  - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
  - b. Requires an interpretation of subjective investment standards; or
  - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov't Code 2256.005(k)-(l)*

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business  
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

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unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds  
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

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**Investment Authority**

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

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tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds/Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

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Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

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protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

## **Part Five- Attachments A & B**

### **ATTACHMENT A INSTRUCTIONS**

#### **SUMMARY tab**

The district will fill in the volumes (when available) to provide the bank with information necessary to provide the appropriate pricing for the service.

The bank will fill in the pricing when returning the bid or proposal package.

#### **DISTRICT HISTORICAL INFO tab**

The district can fill in the historical available information in the following categories to provide the bank with information necessary to provide the appropriate pricing for the service:

- Average ledger balance
- Average collected balance
- Merchant services (credit cards)
- Purchasing cards

The district may add information for additional services if available and relevant to the district's required services. The district may also omit any information if it is not interested in certain services.

#### **BANK HISTORICAL INFO tab**

The district can request the bank to provide the historical available information in the following categories to provide the information necessary to evaluate the bids or proposals:

- ECR Rate
- Interest-bearing accounts rate
- Money market accounts rate
- Sweep accounts rate

The district may add information for additional rates if available and relevant to the district's required services. The district may also omit any information if it is not interested in certain services.

#### **Bank 1, Bank 2, etc tabs**

These tabs are included for the district to accumulate information by bank in order to evaluate bids/proposals after receipt.

Volume and cost data is entered in columns D and E, and the total is calculated in column F.

These tabs are not required information. The tabs have been provided for the district to use in order to make comparisons if they choose. The district will be evaluating bids or proposals based on the criteria specified when requests for bids/proposals are made.

Service	Unit Basis	Est. Vol.	Unit Bank Charge	Explanatory Notes, if applicable
<b>Account Deposit Services</b>				
Master Account Maintenance Fee	Per account			
Subsidiary Account Maintenance	Per account			
Money Market Account Maintenance Fee	Per account			
Interest Bearing Accounts Maintenance Fee	Per account			
ZBA Accounts Maintenance Fee Master	Per account			
ZBA Accounts Maintenance Subsidiary	Per account			
ZBA Account Transfers	Per item			
Investment Sweep - master account	Per account/mo			
Investment Sweep - Subsidiary accounts	Per account/mo			
Debits Posted	Per item			
Credits Posted	Per item			
	Per item			
<b>Automated Services - Balance &amp; Detail</b>				
<b>If Services are Bundled:</b>				
Bundled Balance & Activity Reporting	Per month			
Monthly Maintenance	Per month/account			
Detail Item Fees	Per item			
<b>If services are Un-Bundled (by Module)</b>				
Balance Reporting Module Maintenance	Per account			
Daily Balance Reporting	Per account			
Previous day Reporting	Per account			
Previous Day Dr/Cr Items	Per item			
ACH Module Maintenance	Per account/overall			
ACH Detail	Per item			
Reconciliation Module Maintenance	Per account/overall			
Recon detail	Per item			
Stop Pay Module Maintenance	Per account/overall			
Stop pay item	Per item			
Wire and Internal Transfer Module Maintenance	Per account/overall			
Addenda reporting	Per item			
Positive Pay Module	Per account/mo			
PP Detail	Per item			
Detail Transactions - All modules	Per item			
<b>Deposits</b>				
Commercial Account Maintenance	Per account			
Banking Center Deposits	Per item			
Night Drop Deposit	Per item			
Items Deposited				
Items deposited	Per deposit			
On-us Items	Per item			
Local items	Per item			
Local Fed/RCPC Clearing	Per item			
City Items (in state)	Per Item			
Other State Items	Per item			
11th Fed Country Items	Per item			
Other 11th Fed RCPC Items	Per item			
Transit Item Clearing	Per item			
Encoding Charge	Per item			
<b>Cash Vault</b>				
Cash Vault Base Fee Processing Fee	Per item			
Standard Deposit Vault	Per deposit			
Standard Deposit Note Vault	Per deposit			
Currency Deposits				
Cash deposited	Per \$\$			
Strapped currency furnished				
Currency Wraps Shipped	Per strap			
Coin Deposits				

**ATTACHMENT A**  
\_\_\_\_\_ **ISD**

*Provide a price schedule for all services and include any one-time charges or set-up fees.*

Service	Unit Basis	Est. Vol.	Unit Bank Charge	Explanatory Notes, if applicable
Full bag - loose coin				
Partial bag of loose coin				
Rolled Coin Furnished	Per roll			
Minimum Change Order				
Branch Order Processing	Per Order			
Branch Per Deposit	Per Deposit			
Branch Coin Shipped	Per Shipment			
Change Order	Per item			
Deposit Corrections	Per item			
Return Item - Per item	Per item			
Return Items Return and Reclear	Per item			
Charge-backs	Per item			
Return Check Notice Fax	Per item			
Return Check Notice Internet	Per item			
<b>ACH Processing</b>				
Service Monthly Maintenance (Base) Fee	Per month/account			
ACH Transactions Originated	Per item			
Debits originated	Per item			
Credits Originated	Per item			
Electronic Credit Received/Posted	Per Item			
Electronic Debit Recived/Posted	Per item			
Electronic Originated Addenda	Per item			
ACH Return Items	Per item			
Return Notification	Per Item			
Deletions or Reversal Charges	Per item			
Transmission	Per file			
Fraud Filter - Review - Base Fee	Per month			
Fraud Filter - Review - Per Item	Per item			
Reports - by Fax	Per item			
<b>Positive Pay</b>				
Service Monthly Maintenance (Base) Fee*	Per account or mo			
Positive Pay Item	Per item			
Per item charge with Partial Recon	Per item			
Per item charge with Full Recon	Per item			
Per item without recon services				
Transmission - File Transmission	Per item			
<b>Imaging</b>				
Imaging Maintenance	Per month			
CD Rom Service - Per Item	Per item			
CD Rom Service - Per Disk	Per item			
<b>Reconciliation</b>				
ACH Monthly Maintenance	Per Month			
Partial Recon Monthly Maintenance	Per Month			
Partial reconciliation - detail	Per item			
Full recon monthly maintenance	Per month			
Full recon detail	Per item			
Deposit Reconciliation - Mo Maintenance	Per Month			
Deposit Recon - per detail	Per item			
Transmissions	Per Transmission			
Transmission Detail	Per item			

Service	Unit Basis	Est. Vol.	Unit Bank Charge	Explanatory Notes, if applicable
<b>Safekeeping</b>				
Service Monthly Maintenance Custody	Per month			
Clearing Fees				
Securities Received/ Delivered - DVP	Per item			
Safekeeping Fees	Per item			
Custody per Cusip/Holding	Per cusip			
Income Collection to DDA	Per item			
<b>Stop Pays</b>				
Stop Pays (automated)	Per item			
<b>Wire Transfers</b>				
Service Monthly Maintenance*	Per month			
Incoming - domestic Straight	Per item			
Outgoing - repetitive - automated,domestic	Per item			
Outgoing - non-repetitive - automated,domestic	Per item			
Book Transfer Internet Initiated	Per item			
Wire Advices Faxed/Mailed	Per item			
<b>OPTIONAL SERVICES REQUESTED</b>				
<b>Remote capture of checks</b>				
One-time set-up or training fees	One time			
Monthly maintenance	Per month/card			
Capture and transmission fee from provider	Per item			
On-us Item	Per item			
Local Item	Per item			
Transit Item	Per item			
<b>RCK Services</b>				
RCK Maintenance	Per account/mo			
RCK Detail	Per items			
<b>Pay/Debit Cards</b>				
Service Monthly Maintenance	Per month			
Processing and servicing	Per card			
Implementation fee	One time			
Initial system design and development	One time			
Enrollment	Per card			
Corrections	Per item			
Employee Charges				
ATM Cash Withdrawal - On-us	Per item			
ATM Cash Withdrawal - non-bank	Per item			
Cash Advance OTC	Per item			
ATM Balance Inquiry	Per item			
Overdraft Fee	Per item			
Lost/stolen replacement fee	Per card			
Standard reporting	Per item			
<b>Purchasing Cards</b>				
Service Monthly Maintenance	Per month			
Card Issuance Fee	Per card			
Transaction Fee	Per item			
License Fee	Per month			
Rebate on amt purchased <\$1mm				
<b>Merchant Card Services</b>				
<b>Fees</b>				
One-time set up fee				
Application fees: First location				
Locations 2-5				
Locations >5				
Annual fee / Monthly Maintenance fee	Per month/location			
Monthly Statement Fee	Per month			
Supply fee	Per month			

Service	Unit Basis	Est. Vol.	Unit Bank Charge	Explanatory Notes, if applicable
Minimum processing fee				
Internet Set-up fee	Per location			
<b>Credit Card Processing fees</b>	Per item			
VISA CPS-2 Interchange	%			
Association	%			
Visa fee	\$			
Bank fee	\$			
MC Merit III Interchange	%			
Association	%			
MC fee	\$			
Bank fee	\$			
Visa Check Card Interchange (Signature)	%			
Association	%			
Visa fee	\$			
Bank fee	\$			
MC Debit Card Interchange (Signature)	%			
Association	%			
MC fee	\$			
Bank fee	\$			
Debit Card Processing MC/Visa				
<b>Authorization Fees</b>				
Voice authorizations				
Address verification				
Terminal Authorizations				
MC Electronic authorization				
Discover Electronic authorization				
AmEx Electronic authorization				
<b>Processing Fees</b>				
Chargeback processing				
Batch settlement fee				
Transmission Fee	Per item			
Transmission - Item	Per item			

**ATTACHMENT A**

ISD name: La Villa ISD

District-Provided

Historical Information

(to be completed by the district and provided to banks)

<b>Average Ledger Balance</b>				<b>Explanatory Notes, if applicable</b>
<b>Month</b>			Dollars	
February-23			\$2,255,317.80	
January-23			\$2,155,714.32	
December-23			\$1,585,153.39	
November-22			\$1,835,804.19	
October-22			\$1,866,690.32	
September-22			\$2,191,373.21	
August-22			\$1,565,496.40	
July-22			\$2,918,507.36	
June-22			\$2,474,251.10	
May-22			\$2,243,113.89	
April-22			\$2,573,827.06	
March-22			\$,348,278.74	

**LA VILLA INDEPENDENT SCHOOL  
DISTRICT CURRENT ACCOUNT STRUCTURE**

**ATTACHEMENT B**

**VOLUMES**

<b>Type of Account</b>	<b>Average Number of Items</b>	<b>Average \$ Amount of Items</b>
<b>Property Tax Deposits</b>	4-6/month	\$25,000-\$75,000
<b>Payroll</b>		
Monthly Checks	10	
Monthly direct deposit	3	
Semi-monthly checks	10	
Semi-monthly direct deposit	113	
Monthly payroll		\$320,000
<b>General Operating</b>		
Monthly checks/Payments	100	\$350,000
Electronic Debits	15	
Electronic Deposits	18	
Deposits	100	

**ACCOUNT STRUCTURE**

<b>Type of Account</b>	<b>Number of Accounts</b>	<b>Description of Accounts</b>
Checking	5	General Operating, Payroll, Interest & Sinking (Debt Service), Student Activity, Teacher Activity

**The district presently maintains accounts as listed below. The district reserves the right to open additional accounts or to close accounts during the course of the depository contract.**

<b>Type of Account</b>	<b>Number of Accounts</b>	<b>Interest Bearing/Non-Interest Bearing</b>
General operating	1	Non-interest bearing
Interest & Sinking (Debt Service)	1	Non-interest bearing
Payroll	1	Non-interest bearing
Student Activity	3	Non-interest bearing
Teacher Activity	2	Non-interest bearing

## BANK #1

	Service	Unit Basis	Vol	Bank #1	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		0
	ZBA Accounts Maintenance Fee	Per account	1		0
	Money Market Account Maintenance Fee	Per account	3		0
	Interest Bearing Accounts Maintenance Fee	Per account			0
	Non-interest Bearing Account Maint. Fee	Per account			0
	FDIC Assessment	Per account			0
	Negative Collected Balance Fee	Per account			0
2	<b>Sweep Account Fees</b>				0
	Monthly Maintenance (Base) Fee*	Per month	1		0
	Master Account	Per account	1		0
	Swept Accounts	Per account	1		0
	Sweep Reporting	Per account			0
					0
3	<b>On-Line Reporting</b>				0
	Set up fee	One Time			0
	One Time Software Fee Required	One Time			0
	Monthly Maintenance (Base) Fee*	Monthly	1		0
	Cost per account	Per account/overall			0
	Cost per additional accounts	Per account/overall			0
	Balance Reporting Module	Per account/over	1		0
	Additional Accounts	Per account/overall			0
	Daily Balance Reporting	Per account/over	1		0
	Transactions	Per item	4,500		0
	Detail Daily Reporting	Per account/over	1		0
	Previous day Reporting				0
	Intra-day Reporting	Per item	100		0
	ACH Module	Per account/over	1		0
	EDI Reporting Module	Per account/overall			0
	Reconciliation Module	Per account/over	1		0
	Stop Pay Module	Per account/over	1		0
	Sweep Module	Per account/over	1		0
	Wire Transfer Module	Per account/over	1		0
	Addenda	Per item			0
	Internal Transfer Module	Per account/over	1		0
	Detail item fee (all modules)	Per item			0
	Addenda Received	Per item			0
					0
4	<b>Deposits - Include and list <u>branch</u> fees if different</b>				0
	Deposit	Per item			0
	Electronic Credits Posted **		716		0
	On-us Deposits	Per item	2,000		0
	Local City Clearing	Per item	1,300		0
	Local RCPC	Per item	150		0
	11th District City	Per item	175		0
	11th District RCPC	Per item			0
	In District Country	Per item			0
	Cash Deposits - Coin Rolls	Per item			0

	Currency Straps	Per item			0
	National FRB	Per item			0
	Commercial Check Cashing	Per item			0
	Debits Posted	Per item	3,800		0
	Deposit Corrections	Per item	4		0
	Encoding Charge	Per item	3,500		0
	Night Deposit charge	Per item			0
	Rejected items	Per item			0
	Return Items	Per item			0
	Advice	Per item			0
	NSF Paid	Per item			0
	Immediate Verification	Per item			0
					0
5	<b>Checks Paid</b>				0
	Checks and Other Debits	Per item	3,800		0
	Special Signature Requirement	Per account	1		0
	Special Signature Items	Per item	100		0
	<b>Payroll Cards</b>				0
	Card origination				0
	Credits				0
	Notification				0
	Transmission				0
	Corrections				0
					0
6	<b>ACH Processing</b>				0
	Set Up Fees	One time			0
	Monthly Maintenance (Base) Fee*	Per Month			0
	Origination of file	Per file			0
	Entries	Per item			0
	Debits two day	Per item			0
	Credits two day	Per item			0
	ACH Return Items	Per item			0
	ACH Items - On-us	Per item			0
	Out of District	Per item			0
	Deletions or Reversal Charges	Per item			0
	Transmission - on disk or tape	Per file			0
	- via transmission	Per file			0
	Notification	Per item/file			0
					0
7	<b>Returned Items</b>	Per item			0
	Reclear	Per item	50		0
	Buybacks	Per item	5		0
	Telephone notification	Per item	5		0
	Alternative Address	Per item			0
					0
8	<b>Positive Pay</b>				0
	Monthly Maintenance (Base) Fee*	Per month	2		0
	Per item charge	Per item	4,500		0
	Notification Charges	Per item			0
	Reporting	Per month			0
	Image	Per item	3		0
	CD Image - Item	Per item	4,500		0

	Transmission	Per item			0
					0
9	<b>Reconciliation</b>				0
	Monthly Maintenance (Base) Fee*	Per Month	1		0
	Monthly Sort & List Maintenance	Per month			0
	Serial Sort and List	Per item			0
	Partial Recon Monthly Maintenance		1		0
	Partial Recon without positive pay	Per item			0
	Partial Recon with positive pay	Per item	4,000		0
	Full Recon Monthly Maintenance				0
	Full Recon without positive pay	Per item			0
	Full Recon with positive pay	Per item			0
	Deposit Reconciliation - Partial	Per item			0
	Transmissions	Per	2		0
	Credits received	Per item	20		0
	Debits received	Per item	25		0
	Addenda	Per item	20		0
					0
10	<b>Safekeeping</b>				0
	Monthly Maintenance (Base) Fee*				0
	Asset Maintenance	Per item			0
	Clearing Fees				0
	FRB	Per item			0
	Safekeeping Fees				0
	FRB	Per item			0
	Income Collection to DDA				0
	Coupons	Per item			0
	Maturities	Per item			0
					0
11	<b>Stop Pays</b>				0
	Monthly Maintenance (Base) Fee*	Per item			0
	Automated	Per item			0
	Manual	Per item			0
	Confirmations	Per item			0
	Renewals	Per item			0
					0
12	<b>Wire Transfers</b>				0
	Monthly Maintenance*	Per month	1		0
	Incoming - domestic	Per item	5		0
	Outgoing - repetitive - phone	Per item			#VALUE!
	- repetitive - automated	Per item	20		0
	- non-repetitive - phone	Per item			0
	- non-repetitive - automated	Per item			0
	Internal transfers	Per item			0
	Phone or Fax Advice	Per item	25		0
	Access Charges				0
					0
13	<b>Inter-Account Transfers</b>				0
	Transfer with PC	Per item	1		0
	Transfer with telephone	Per item			0
					0
					0

14	<b>Overdraft Charges</b>	Charge or cap			0
					0
15	<b>Optical Imaging</b>				0
	Software and Setup	One time			0
	Monthly Maintenance (Base) Fee*	Per month			0
	Per item Fee	Per item	4,500		0
	CD Charges	First CD	1		0
	Additional CD	Additional CDs			0
					0
16	<b>Vault Services</b>				0
	Vault Deposit	Per item	20		0
	Coin	Per item	800		0
	Mixed	Per item			0
	Locked bag	Per item	6		0
	Strapped	Per item	8		0
	Change order	Per item	15		0
	Drop bag processing	Per item	450		0
					0
17	<b>Lockbox</b>				0
	Monthly Maintenance	Per account			0
	Processing	Per item			0
	Transmission	Per item			0
	Special Handling	Per item			0
					0
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>			0
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>			0
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>			0
					0
19	<b>Bank Supplies</b>				0
	Bank Bags	Per item			0
	Deposit Slips	Per item			0
	Extra Statement	Per item			0
	Photocopies	Per item			0
	Cashier Checks	Per item			0
	Check Printing	Per item			0

## BANK #2

	Service	Unit Basis	Vol	Bank #2	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		0
	ZBA Accounts Maintenance Fee	Per account	1		0
	Money Market Account Maintenance Fee	Per account	3		0
	Interest Bearing Accounts Maintenance Fee	Per account			0
	Non-interest Bearing Account Maint. Fee	Per account			0
	FDIC Assessment	Per account			0
	Negative Collected Balance Fee	Per account			0
2	<b>Sweep Account Fees</b>				0
	Monthly Maintenance (Base) Fee*	Per month	1		0
	Master Account	Per account	1		0
	Swept Accounts	Per account	1		0
	Sweep Reporting	Per account			0
					0
3	<b>On-Line Reporting</b>				0
	Set up fee	One Time			0
	One Time Software Fee Required	One Time			0
	Monthly Maintenance (Base) Fee*	Monthly	1		0
	Cost per account	Per account/overall			0
	Cost per additional accounts	Per account/overall			0
	Balance Reporting Module	Per account/over	1		0
	Additional Accounts	Per account/overall			0
	Daily Balance Reporting	Per account/over	1		0
	Transactions	Per item	4,500		0
	Detail Daily Reporting	Per account/over	1		0
	Previous day Reporting				0
	Intra-day Reporting	Per item	100		0
	ACH Module	Per account/over	1		0
	EDI Reporting Module	Per account/overall			0
	Reconciliation Module	Per account/over	1		0
	Stop Pay Module	Per account/over	1		0
	Sweep Module	Per account/over	1		0
	Wire Transfer Module	Per account/over	1		0
	Addenda	Per item			0
	Internal Transfer Module	Per account/over	1		0
	Detail item fee (all modules)	Per item			0
	Addenda Received	Per item			0
					0
4	<b>Deposits - Include and list <u>branch</u> fees if different</b>				0
	Deposit	Per item			0
	Electronic Credits Posted **		716		0
	On-us Deposits	Per item	2,000		0
	Local City Clearing	Per item	1,300		0
	Local RCPC	Per item	150		0
	11th District City	Per item	175		0
	11th District RCPC	Per item			0
	In District Country	Per item			0
	Cash Deposits - Coin Rolls	Per item			0

	Currency Straps	Per item			0
	National FRB	Per item			0
	Commercial Check Cashing	Per item			0
	Debits Posted	Per item	3,800		0
	Deposit Corrections	Per item	4		0
	Encoding Charge	Per item	3,500		0
	Night Deposit charge	Per item			0
	Rejected items	Per item			0
	Return Items	Per item			0
	Advice	Per item			0
	NSF Paid	Per item			0
	Immediate Verification	Per item			0
					0
5	<b>Checks Paid</b>				0
	Checks and Other Debits	Per item	3,800		0
	Special Signature Requirement	Per account	1		0
	Special Signature Items	Per item	100		0
	<b>Payroll Cards</b>				0
	Card origination				0
	Credits				0
	Notification				0
	Transmission				0
	Corrections				0
					0
6	<b>ACH Processing</b>				0
	Set Up Fees	One time			0
	Monthly Maintenance (Base) Fee*	Per Month			0
	Origination of file	Per file			0
	Entries	Per item			0
	Debits two day	Per item			0
	Credits two day	Per item			0
	ACH Return Items	Per item			0
	ACH Items - On-us	Per item			0
	Out of District	Per item			0
	Deletions or Reversal Charges	Per item			0
	Transmission - on disk or tape	Per file			0
	- via transmission	Per file			0
	Notification	Per item/file			0
					0
7	<b>Returned Items</b>	Per item			0
	Reclear	Per item	50		0
	Buybacks	Per item	5		0
	Telephone notification	Per item	5		0
	Alternative Address	Per item			0
					0
8	<b>Positive Pay</b>				0
	Monthly Maintenance (Base) Fee*	Per month	2		0
	Per item charge	Per item	4,500		0
	Notification Charges	Per item			0
	Reporting	Per month			0
	Image	Per item	3		0
	CD Image - Item	Per item	4,500		0

	Transmission	Per item			0
					0
9	<b>Reconciliation</b>				0
	Monthly Maintenance (Base) Fee*	Per Month	1		0
	Monthly Sort & List Maintenance	Per month			0
	Serial Sort and List	Per item			0
	Partial Recon Monthly Maintenance		1		0
	Partial Recon without positive pay	Per item			0
	Partial Recon with positive pay	Per item	4,000		0
	Full Recon Monthly Maintenance				0
	Full Recon without positive pay	Per item			0
	Full Recon with positive pay	Per item			0
	Deposit Reconciliation - Partial	Per item			0
	Transmissions	Per	2		0
	Credits received	Per item	20		0
	Debits received	Per item	25		0
	Addenda	Per item	20		0
					0
10	<b>Safekeeping</b>				0
	Monthly Maintenance (Base) Fee*				0
	Asset Maintenance	Per item			0
	Clearing Fees				0
	FRB	Per item			0
	Safekeeping Fees				0
	FRB	Per item			0
	Income Collection to DDA				0
	Coupons	Per item			0
	Maturities	Per item			0
					0
11	<b>Stop Pays</b>				0
	Monthly Maintenance (Base) Fee*	Per item			0
	Automated	Per item			0
	Manual	Per item			0
	Confirmations	Per item			0
	Renewals	Per item			0
					0
12	<b>Wire Transfers</b>				0
	Monthly Maintenance*	Per month	1		0
	Incoming - domestic	Per item	5		0
	Outgoing - repetitive - phone	Per item			#VALUE!
	- repetitive - automated	Per item	20		0
	- non-repetitive - phone	Per item			0
	- non-repetitive - automated	Per item			0
	Internal transfers	Per item			0
	Phone or Fax Advice	Per item	25		0
	Access Charges				0
					0
13	<b>Inter-Account Transfers</b>				0
	Transfer with PC	Per item	1		0
	Transfer with telephone	Per item			0
					0
					0

14	<b>Overdraft Charges</b>	Charge or cap			0
					0
15	<b>Optical Imaging</b>				0
	Software and Setup	One time			0
	Monthly Maintenance (Base) Fee*	Per month			0
	Per item Fee	Per item	4,500		0
	CD Charges	First CD	1		0
	Additional CD	Additional CDs			0
					0
16	<b>Vault Services</b>				0
	Vault Deposit	Per item	20		0
	Coin	Per item	800		0
	Mixed	Per item			0
	Locked bag	Per item	6		0
	Strapped	Per item	8		0
	Change order	Per item	15		0
	Drop bag processing	Per item	450		0
					0
17	<b>Lockbox</b>				0
	Monthly Maintenance	Per account			0
	Processing	Per item			0
	Transmission	Per item			0
	Special Handling	Per item			0
					0
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>			0
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>			0
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>			0
					0
19	<b>Bank Supplies</b>				0
	Bank Bags	Per item			0
	Deposit Slips	Per item			0
	Extra Statement	Per item			0
	Photocopies	Per item			0
	Cashier Checks	Per item			0
	Check Printing	Per item			0

## Bank #3

	Service	Unit Basis	Vol	Bank #3	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		0
	ZBA Accounts Maintenance Fee	Per account	1		0
	Money Market Account Maintenance Fee	Per account	3		0
	Interest Bearing Accounts Maintenance Fee	Per account			0
	Non-interest Bearing Account Maint. Fee	Per account			0
	FDIC Assessment	Per account			0
	Negative Collected Balance Fee	Per account			0
2	<b>Sweep Account Fees</b>				0
	Monthly Maintenance (Base) Fee*	Per month	1		0
	Master Account	Per account	1		0
	Swept Accounts	Per account	1		0
	Sweep Reporting	Per account			0
					0
3	<b>On-Line Reporting</b>				0
	Set up fee	One Time			0
	One Time Software Fee Required	One Time			0
	Monthly Maintenance (Base) Fee*	Monthly	1		0
	Cost per account	Per account/overall			0
	Cost per additional accounts	Per account/overall			0
	Balance Reporting Module	Per account/over	1		0
	Additional Accounts	Per account/overall			0
	Daily Balance Reporting	Per account/over	1		0
	Transactions	Per item	4,500		0
	Detail Daily Reporting	Per account/over	1		0
	Previous day Reporting				0
	Intra-day Reporting	Per item	100		0
	ACH Module	Per account/over	1		0
	EDI Reporting Module	Per account/overall			0
	Reconciliation Module	Per account/over	1		0
	Stop Pay Module	Per account/over	1		0
	Sweep Module	Per account/over	1		0
	Wire Transfer Module	Per account/over	1		0
	Addenda	Per item			0
	Internal Transfer Module	Per account/over	1		0
	Detail item fee (all modules)	Per item			0
	Addenda Received	Per item			0
					0
4	<b>Deposits - Include and list <u>branch</u> fees if different</b>				0
	Deposit	Per item			0
	Electronic Credits Posted **		716		0
	On-us Deposits	Per item	2,000		0
	Local City Clearing	Per item	1,300		0
	Local RCPC	Per item	150		0
	11th District City	Per item	175		0
	11th District RCPC	Per item			0
	In District Country	Per item			0
	Cash Deposits - Coin Rolls	Per item			0

	Currency Straps	Per item			0
	National FRB	Per item			0
	Commercial Check Cashing	Per item			0
	Debits Posted	Per item	3,800		0
	Deposit Corrections	Per item	4		0
	Encoding Charge	Per item	3,500		0
	Night Deposit charge	Per item			0
	Rejected items	Per item			0
	Return Items	Per item			0
	Advice	Per item			0
	NSF Paid	Per item			0
	Immediate Verification	Per item			0
					0
5	<b>Checks Paid</b>				0
	Checks and Other Debits	Per item	3,800		0
	Special Signature Requirement	Per account	1		0
	Special Signature Items	Per item	100		0
	<b>Payroll Cards</b>				0
	Card origination				0
	Credits				0
	Notification				0
	Transmission				0
	Corrections				0
					0
6	<b>ACH Processing</b>				0
	Set Up Fees	One time			0
	Monthly Maintenance (Base) Fee*	Per Month			0
	Origination of file	Per file			0
	Entries	Per item			0
	Debits two day	Per item			0
	Credits two day	Per item			0
	ACH Return Items	Per item			0
	ACH Items - On-us	Per item			0
	Out of District	Per item			0
	Deletions or Reversal Charges	Per item			0
	Transmission - on disk or tape	Per file			0
	- via transmission	Per file			0
	Notification	Per item/file			0
					0
7	<b>Returned Items</b>	Per item			0
	Reclear	Per item	50		0
	Buybacks	Per item	5		0
	Telephone notification	Per item	5		0
	Alternative Address	Per item			0
					0
8	<b>Positive Pay</b>				0
	Monthly Maintenance (Base) Fee*	Per month	2		0
	Per item charge	Per item	4,500		0
	Notification Charges	Per item			0
	Reporting	Per month			0
	Image	Per item	3		0
	CD Image - Item	Per item	4,500		0

	Transmission	Per item			0
					0
9	<b>Reconciliation</b>				0
	Monthly Maintenance (Base) Fee*	Per Month	1		0
	Monthly Sort & List Maintenance	Per month			0
	Serial Sort and List	Per item			0
	Partial Recon Monthly Maintenance		1		0
	Partial Recon without positive pay	Per item			0
	Partial Recon with positive pay	Per item	4,000		0
	Full Recon Monthly Maintenance				0
	Full Recon without positive pay	Per item			0
	Full Recon with positive pay	Per item			0
	Deposit Reconciliation - Partial	Per item			0
	Transmissions	Per	2		0
	Credits received	Per item	20		0
	Debits received	Per item	25		0
	Addenda	Per item	20		0
					0
10	<b>Safekeeping</b>				0
	Monthly Maintenance (Base) Fee*				0
	Asset Maintenance	Per item			0
	Clearing Fees				0
	FRB	Per item			0
	Safekeeping Fees				0
	FRB	Per item			0
	Income Collection to DDA				0
	Coupons	Per item			0
	Maturities	Per item			0
					0
11	<b>Stop Pays</b>				0
	Monthly Maintenance (Base) Fee*	Per item			0
	Automated	Per item			0
	Manual	Per item			0
	Confirmations	Per item			0
	Renewals	Per item			0
					0
12	<b>Wire Transfers</b>				0
	Monthly Maintenance*	Per month	1		0
	Incoming - domestic	Per item	5		0
	Outgoing - repetitive - phone	Per item			#VALUE!
	- repetitive - automated	Per item	20		0
	- non-repetitive - phone	Per item			0
	- non-repetitive - automated	Per item			0
	Internal transfers	Per item			0
	Phone or Fax Advice	Per item	25		0
	Access Charges				0
					0
13	<b>Inter-Account Transfers</b>				0
	Transfer with PC	Per item	1		0
	Transfer with telephone	Per item			0
					0
					0

14	<b>Overdraft Charges</b>	Charge or cap			0
					0
15	<b>Optical Imaging</b>				0
	Software and Setup	One time			0
	Monthly Maintenance (Base) Fee*	Per month			0
	Per item Fee	Per item	4,500		0
	CD Charges	First CD	1		0
	Additional CD	Additional CDs			0
					0
16	<b>Vault Services</b>				0
	Vault Deposit	Per item	20		0
	Coin	Per item	800		0
	Mixed	Per item			0
	Locked bag	Per item	6		0
	Strapped	Per item	8		0
	Change order	Per item	15		0
	Drop bag processing	Per item	450		0
					0
17	<b>Lockbox</b>				0
	Monthly Maintenance	Per account			0
	Processing	Per item			0
	Transmission	Per item			0
	Special Handling	Per item			0
					0
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>			0
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>			0
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>			0
					0
19	<b>Bank Supplies</b>				0
	Bank Bags	Per item			0
	Deposit Slips	Per item			0
	Extra Statement	Per item			0
	Photocopies	Per item			0
	Cashier Checks	Per item			0
	Check Printing	Per item			0

## Bank #4

	Service	Unit Basis	Vol	Bank #4	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		0
	ZBA Accounts Maintenance Fee	Per account	1		0
	Money Market Account Maintenance Fee	Per account	3		0
	Interest Bearing Accounts Maintenance Fee	Per account			0
	Non-interest Bearing Account Maint. Fee	Per account			0
	FDIC Assessment	Per account			0
	Negative Collected Balance Fee	Per account			0
2	<b>Sweep Account Fees</b>				0
	Monthly Maintenance (Base) Fee*	Per month	1		0
	Master Account	Per account	1		0
	Swept Accounts	Per account	1		0
	Sweep Reporting	Per account			0
					0
3	<b>On-Line Reporting</b>				0
	Set up fee	One Time			0
	One Time Software Fee Required	One Time			0
	Monthly Maintenance (Base) Fee*	Monthly	1		0
	Cost per account	Per account/overall			0
	Cost per additional accounts	Per account/overall			0
	Balance Reporting Module	Per account/overall	1		0
	Additional Accounts	Per account/overall			0
	Daily Balance Reporting	Per account/overall	1		0
	Transactions	Per item	4,500		0
	Detail Daily Reporting	Per account/overall	1		0
	Previous day Reporting				0
	Intra-day Reporting	Per item	100		0
	ACH Module	Per account/overall	1		0
	EDI Reporting Module	Per account/overall			0
	Reconciliation Module	Per account/overall	1		0
	Stop Pay Module	Per account/overall	1		0
	Sweep Module	Per account/overall	1		0
	Wire Transfer Module	Per account/overall	1		0
	Addenda	Per item			0
	Internal Transfer Module	Per account/overall	1		0
	Detail item fee (all modules)	Per item			0
	Addenda Received	Per item			0
					0
4	<b>Deposits - Include and list <u>branch</u> fees if different</b>				0
	Deposit	Per item			0
	Electronic Credits Posted **		716		0
	On-us Deposits	Per item	2,000		0
	Local City Clearing	Per item	1,300		0
	Local RCPC	Per item	150		0
	11th District City	Per item	175		0
	11th District RCPC	Per item			0
	In District Country	Per item			0
	Cash Deposits - Coin Rolls	Per item			0

	Currency Straps	Per item			0
	National FRB	Per item			0
	Commercial Check Cashing	Per item			0
	Debits Posted	Per item	3,800		0
	Deposit Corrections	Per item	4		0
	Encoding Charge	Per item	3,500		0
	Night Deposit charge	Per item			0
	Rejected items	Per item			0
	Return Items	Per item			0
	Advice	Per item			0
	NSF Paid	Per item			0
	Immediate Verification	Per item			0
					0
					0
5	<b>Checks Paid</b>				0
	Checks and Other Debits	Per item	3,800		0
	Special Signature Requirement	Per account	1		0
	Special Signature Items	Per item	100		0
	<b>Payroll Cards</b>				0
	Card origination				0
	Credits				0
	Notification				0
	Transmission				0
	Corrections				0
					0
6	<b>ACH Processing</b>				0
	Set Up Fees	One time			0
	Monthly Maintenance (Base) Fee*	Per Month			0
	Origination of file	Per file			0
	Entries	Per item			0
	Debits two day	Per item			0
	Credits two day	Per item			0
	ACH Return Items	Per item			0
	ACH Items - On-us	Per item			0
	Out of District	Per item			0
	Deletions or Reversal Charges	Per item			0
	Transmission - on disk or tape	Per file			0
	- via transmission	Per file			0
	Notification	Per item/file			0
					0
7	<b>Returned Items</b>	Per item			0
	Reclear	Per item	50		0
	Buybacks	Per item	5		0
	Telephone notification	Per item	5		0
	Alternative Address	Per item			0
					0
8	<b>Positive Pay</b>				0
	Monthly Maintenance (Base) Fee*	Per month	2		0
	Per item charge	Per item	4,500		0
	Notification Charges	Per item			0
	Reporting	Per month			0
	Image	Per item	3		0
	CD Image - Item	Per item	4,500		0

	Transmission	Per item			0
					0
9	<b>Reconciliation</b>				0
	Monthly Maintenance (Base) Fee*	Per Month	1		0
	Monthly Sort & List Maintenance	Per month			0
	Serial Sort and List	Per item			0
	Partial Recon Monthly Maintenance		1		0
	Partial Recon without positive pay	Per item			0
	Partial Recon with positive pay	Per item	4,000		0
	Full Recon Monthly Maintenance				0
	Full Recon without positive pay	Per item			0
	Full Recon with positive pay	Per item			0
	Deposit Reconciliation - Partial	Per item			0
	Transmissions	Per	2		0
	Credits received	Per item	20		0
	Debits received	Per item	25		0
	Addenda	Per item	20		0
					0
10	<b>Safekeeping</b>				0
	Monthly Maintenance (Base) Fee*				0
	Asset Maintenance	Per item			0
	Clearing Fees				0
	FRB	Per item			0
	Safekeeping Fees				0
	FRB	Per item			0
	Income Collection to DDA				0
	Coupons	Per item			0
	Maturities	Per item			0
					0
11	<b>Stop Pays</b>				0
	Monthly Maintenance (Base) Fee*	Per item			0
	Automated	Per item			0
	Manual	Per item			0
	Confirmations	Per item			0
	Renewals	Per item			0
					0
12	<b>Wire Transfers</b>				0
	Monthly Maintenance*	Per month	1		0
	Incoming - domestic	Per item	5		0
	Outgoing - repetitive - phone	Per item			#VALUE!
	- repetitive - automated	Per item	20		0
	- non-repetitive - phone	Per item			0
	- non-repetitive - automated	Per item			0
	Internal transfers	Per item			0
	Phone or Fax Advice	Per item	25		0
	Access Charges				0
					0
13	<b>Inter-Account Transfers</b>				0
	Transfer with PC	Per item	1		0
	Transfer with telephone	Per item			0
					0
					0

14	<b>Overdraft Charges</b>	Charge or cap			0
					0
15	<b>Optical Imaging</b>				0
	Software and Setup	One time			0
	Monthly Maintenance (Base) Fee*	Per month			0
	Per item Fee	Per item	4,500		0
	CD Charges	First CD	1		0
	Additional CD	Additional CDs			0
					0
16	<b>Vault Services</b>				0
	Vault Deposit	Per item	20		0
	Coin	Per item	800		0
	Mixed	Per item			0
	Locked bag	Per item	6		0
	Strapped	Per item	8		0
	Change order	Per item	15		0
	Drop bag processing	Per item	450		0
					0
17	<b>Lockbox</b>				0
	Monthly Maintenance	Per account			0
	Processing	Per item			0
	Transmission	Per item			0
	Special Handling	Per item			0
					0
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>			0
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>			0
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>			0
					0
19	<b>Bank Supplies</b>				0
	Bank Bags	Per item			0
	Deposit Slips	Per item			0
	Extra Statement	Per item			0
	Photocopies	Per item			0
	Cashier Checks	Per item			0
	Check Printing	Per item			0

## BANK #5

	Service	Unit Basis	Vol	Bank #_	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		0
	ZBA Accounts Maintenance Fee	Per account	1		0
	Money Market Account Maintenance Fee	Per account	3		0
	Interest Bearing Accounts Maintenance Fee	Per account			0
	Non-interest Bearing Account Maint. Fee	Per account			0
	FDIC Assessment	Per account			0
	Negative Collected Balance Fee	Per account			0
2	<b>Sweep Account Fees</b>				0
	Monthly Maintenance (Base) Fee*	Per month	1		0
	Master Account	Per account	1		0
	Swept Accounts	Per account	1		0
	Sweep Reporting	Per account			0
					0
3	<b>On-Line Reporting</b>				0
	Set up fee	One Time			0
	One Time Software Fee Required	One Time			0
	Monthly Maintenance (Base) Fee*	Monthly	1		0
	Cost per account	Per account/overall			0
	Cost per additional accounts	Per account/overall			0
	Balance Reporting Module	Per account/overall	1		0
	Additional Accounts	Per account/overall			0
	Daily Balance Reporting	Per account/overall	1		0
	Transactions	Per item	4,500		0
	Detail Daily Reporting	Per account/overall	1		0
	Previous day Reporting				0
	Intra-day Reporting	Per item	100		0
	ACH Module	Per account/overall	1		0
	EDI Reporting Module	Per account/overall			0
	Reconciliation Module	Per account/overall	1		0
	Stop Pay Module	Per account/overall	1		0
	Sweep Module	Per account/overall	1		0
	Wire Transfer Module	Per account/overall	1		0
	Addenda	Per item			0
	Internal Transfer Module	Per account/overall	1		0
	Detail item fee (all modules)	Per item			0
	Addenda Received	Per item			0
					0
4	<b>Deposits - Include and list <u>branch</u> fees if different</b>				0
	Deposit	Per item			0
	Electronic Credits Posted **		716		0
	On-us Deposits	Per item	2,000		0
	Local City Clearing	Per item	1,300		0
	Local RCPC	Per item	150		0
	11th District City	Per item	175		0
	11th District RCPC	Per item			0
	In District Country	Per item			0
	Cash Deposits - Coin Rolls	Per item			0

	Currency Straps	Per item			0
	National FRB	Per item			0
	Commercial Check Cashing	Per item			0
	Debits Posted	Per item	3,800		0
	Deposit Corrections	Per item	4		0
	Encoding Charge	Per item	3,500		0
	Night Deposit charge	Per item			0
	Rejected items	Per item			0
	Return Items	Per item			0
	Advice	Per item			0
	NSF Paid	Per item			0
	Immediate Verification	Per item			0
					0
					0
5	<b>Checks Paid</b>				0
	Checks and Other Debits	Per item	3,800		0
	Special Signature Requirement	Per account	1		0
	Special Signature Items	Per item	100		0
	<b>Payroll Cards</b>				0
	Card origination				0
	Credits				0
	Notification				0
	Transmission				0
	Corrections				0
					0
					0
					0
					0
6	<b>ACH Processing</b>				0
	Set Up Fees	One time			0
	Monthly Maintenance (Base) Fee*	Per Month			0
	Origination of file	Per file			0
	Entries	Per item			0
	Debits two day	Per item			0
	Credits two day	Per item			0
	ACH Return Items	Per item			0
	ACH Items - On-us	Per item			0
	Out of District	Per item			0
	Deletions or Reversal Charges	Per item			0
	Transmission - on disk or tape	Per file			0
	- via transmission	Per file			0
	Notification	Per item/file			0
					0
7	<b>Returned Items</b>	Per item			0
	Reclear	Per item	50		0
	Buybacks	Per item	5		0
	Telephone notification	Per item	5		0
	Alternative Address	Per item			0
					0
8	<b>Positive Pay</b>				0
	Monthly Maintenance (Base) Fee*	Per month	2		0
	Per item charge	Per item	4,500		0
	Notification Charges	Per item			0
	Reporting	Per month			0
	Image	Per item	3		0
	CD Image - Item	Per item	4,500		0

	Transmission	Per item			0
					0
9	<b>Reconciliation</b>				0
	Monthly Maintenance (Base) Fee*	Per Month	1		0
	Monthly Sort & List Maintenance	Per month			0
	Serial Sort and List	Per item			0
	Partial Recon Monthly Maintenance		1		0
	Partial Recon without positive pay	Per item			0
	Partial Recon with positive pay	Per item	4,000		0
	Full Recon Monthly Maintenance				0
	Full Recon without positive pay	Per item			0
	Full Recon with positive pay	Per item			0
	Deposit Reconciliation - Partial	Per item			0
	Transmissions	Per	2		0
	Credits received	Per item	20		0
	Debits received	Per item	25		0
	Addenda	Per item	20		0
					0
10	<b>Safekeeping</b>				0
	Monthly Maintenance (Base) Fee*				0
	Asset Maintenance	Per item			0
	Clearing Fees				0
	FRB	Per item			0
	Safekeeping Fees				0
	FRB	Per item			0
	Income Collection to DDA				0
	Coupons	Per item			0
	Maturities	Per item			0
					0
11	<b>Stop Pays</b>				0
	Monthly Maintenance (Base) Fee*	Per item			0
	Automated	Per item			0
	Manual	Per item			0
	Confirmations	Per item			0
	Renewals	Per item			0
					0
12	<b>Wire Transfers</b>				0
	Monthly Maintenance*	Per month	1		0
	Incoming - domestic	Per item	5		0
	Outgoing - repetitive - phone	Per item			#VALUE!
	- repetitive - automated	Per item	20		0
	- non-repetitive - phone	Per item			0
	- non-repetitive - automated	Per item			0
	Internal transfers	Per item			0
	Phone or Fax Advice	Per item	25		0
	Access Charges				0
					0
13	<b>Inter-Account Transfers</b>				0
	Transfer with PC	Per item	1		0
	Transfer with telephone	Per item			0
					0
					0

14	<b>Overdraft Charges</b>	Charge or cap			0
					0
15	<b>Optical Imaging</b>				0
	Software and Setup	One time			0
	Monthly Maintenance (Base) Fee*	Per month			0
	Per item Fee	Per item	4,500		0
	CD Charges	First CD	1		0
	Additional CD	Additional CDs			0
					0
16	<b>Vault Services</b>				0
	Vault Deposit	Per item	20		0
	Coin	Per item	800		0
	Mixed	Per item			0
	Locked bag	Per item	6		0
	Strapped	Per item	8		0
	Change order	Per item	15		0
	Drop bag processing	Per item	450		0
					0
17	<b>Lockbox</b>				0
	Monthly Maintenance	Per account			0
	Processing	Per item			0
	Transmission	Per item			0
	Special Handling	Per item			0
					0
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>			0
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>			0
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>			0
					0
19	<b>Bank Supplies</b>				0
	Bank Bags	Per item			0
	Deposit Slips	Per item			0
	Extra Statement	Per item			0
	Photocopies	Per item			0
	Cashier Checks	Per item			0
	Check Printing	Per item			0

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

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

<b>Social security number</b>										
				-			-			
<b>or</b>										
<b>Employer identification number</b>										
				-						

## 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); and
4. 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.

<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.

**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-INT (interest earned or paid)

- 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.*

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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://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](http://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), ABL 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 <sup>1</sup>
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 <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
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 <sup>4</sup>
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

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> 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.

<sup>4</sup> 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](mailto: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](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://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.