



NEW IN HOUSE (CREDIT/PO) ACCOUNT

Thank you for your interest in ClearCut Costume Company & Motion Picture Expendables.

IMPORTANT: Please read carefully and ensure that the attached credit application documents are filled out **in their entirety**.

Credit applications will not be processed without the requested customer information and an authorized signature.

Included Documents

- Rental Policy Agreement
- Production Company Information
- Credit Application (two pages)
- Rating Inquiry on Entertainment Account
- Insurance Requirements
- Return Procedures (*Customer Copy*)
- Rental Policies (*Customer Copy*)
- W9

Please return the completed application, with the required **Certificate of Insurance**, in person or via email to ClearCut Costume, info@clearcutcostume.com.

Please call (503) 282-1243 with any inquiries regarding the status of your application.

We look forward to being of service to you!



CLEARCUT
COSTUME CO.
& MOTION PICTURE
EXPENDABLES
PORTLAND, ORE.

RENTAL POLICY AGREEMENT

Production Information Sheet

A production information sheet must be filled out completely before any rentals can be pulled, written up or leave ClearCut Costume. It must contain accurate billing and contact information.

Rental periods

\$40 Minimum Rental, plus cleaning and restocking

Weekly: 7 Days. All rental items kept past the initial period will be automatically re-billed at the Production Rental rate.

Production: 15 Weeks. All rental items kept past the initial period will be automatically re-billed at the Extended Rental rate.

Extended: 10% of the Production Rental per week

Labor Charges

If you cannot pull an order yourself, there is a \$35 per hour labor fee required for an in-house costumer to pull and organize your order for you. This labor fee also applies for an in-house costumer to send pictures of our stock. The minimum charge is for one hour. Any time over one hour is charged at the full hour rate (no partial hours). This fee is charged whether you rent items or not.

Restocking

All items pulled by a customer, but not rented, must be restocked by the customer at the time of the pull. There will be a restocking fee if not properly restocked. Please ask questions if you are not sure where an item belongs.

Holds

- Items may be reserved on the Hold Line for one week free of charge for existing accounts.
- Items remaining after one week will be returned to stock and a 25% restocking fee will be charged.
- Rentals placed on hold upon return will incur a charge of 5% of the production rental rate per week.
- All holds are subject to approval by ClearCut Costume

Approvals

AT LEAST 50% OF THE ORDER MUST BE RENTED

- Approval Periods:
 - Commercials and videos: 24 hours
 - Features and television: 48 hours
 - Weekend approvals are at the discretion of ClearCut Costume.
- Approvals are subject to a 25% restocking fee for weekdays, and a 40% restocking fee for weekends on items returned - **UNUSED and with the tags still attached** - during the approval time.
- No approval on jewelry and accessories (shoes, belts, hats etc.)
- All items returned on approval must be returned to ClearCut Costume on or before the approval date. Items received after the approval date will be charged the full rental amount for each item.
- All approvals are dependent on the sole discretion of ClearCut Costume, and must be approved before they leave.
- No approval on holiday weekends, photo shoots, animals, some short-term projects, jewelry or accessories.

Rental Payment

- All rental fees are payable upon costume rental. Rental/deposit payment methods are final. Payment for the full rental plus a deposit equal to the full replacement and cleaning cost is required up front for any job not charged to an in-house account.
- Cash, business checks, and major credit cards are acceptable forms of payment for rentals.
- A \$25 processing fee will be charged for any returned checks. Returned checks will result in loss of check writing privileges.
- All rentals that are cancelled or not picked up will be subject to a 25% restocking fee.

Deposits

- Deposits must be made using a major credit card. Payment for the full rental plus a deposit equal to the full replacement and cleaning cost is required up front for any job not charged to an in-house account.
- Deposits will be refunded once the property has been returned, and all loss, damage and cleaning fees have been paid.

In-House (PO/Credit) Accounts

CLEARCUT COSTUME COMPANY & MOTION PICTURE EXPENDABLES
6800 NE 59TH PLACE, PORTLAND, OREGON 97218 • (503) 282-1243
CLEARCUTCOSTUME.COM • INFO@CLEARCUTCOSTUME.COM • ©2019

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RENTAL POLICY AGREEMENT

- In-House accounts are available on approved credit (a certificate of insurance may be required.) If credit is extended for your company, a purchase order number is required for all orders.
- Terms are Net 30 Days. All past due invoices will incur a 10% late fee.
- The application and instructions are available at clearcutcostume.com

Credit Card Accounts

- Credit card accounts can be opened in person if you are using your own credit card.
- If you cannot come in person or are using another person's credit card, a credit card authorization form must be filled out and sent to info@clearcutcostume.com
- The form and instructions are available at clearcutcostume.com

Alterations & Repairs

- Alterations and/or repairs may not be done using iron-on tape, stitch witchery, zig-zag or machine darning etc. Any use of these techniques will incur loss and damage charges. Any item that is altered must retain the ability to be returned to its original condition, and may need to be restored before return, at the discretion of ClearCut Costume.
- Items are rented as-is. If you notice damage, please point out before rental write-up so that it can be noted on your paperwork to avoid loss and damage charges on return. Repairs for use are the responsibility of the renter.
- Certain items are identified as distressed or available for additional distressing. **These items will not incur fees for additional damage, within reason.**

Returns & Cleaning

- Please bring a copy of your rental contract to facilitate your return. Have all costume pieces on the hangers supplied at the time of your rental.
- Shoes and hats should be in separate bags or boxes.
- Damaged items should be tagged.
- All items must be returned professionally cleaned, unless prior arrangements are made. Use reputable and appropriate cleaners for delicate or vintage items. Damage due to cleaner error will incur loss and damage charges.
- Shoes, accessories and non-washable items should be disinfected and free of dirt, mud, stage blood, sprays, perfume and body odor.
- **Any items not returned clean will be subject to a dry cleaning fee of 15% of the rental amount total.**

Loss & Damage

- If items are lost or damaged, a charge of **at least** the full listed replacement value will be assessed for rental items.
- All top stick **must be removed** before cleaning and return, or item will be subject to damage or labor fees.
- ClearCut Costume reserves the right to accept or decline any replacement items in exchange for lost or damaged property (generally three items to replace the one lost or damaged). Lost items returned after loss fees have been charged will be credited the fee minus the outstanding rental charge.
- Missing self-belts or other pieces integral to and rented with a piece are subject to loss and damage charges.
- Defaced bar code labels will incur a \$5 charge
- Certain items are identified as distressed or available for additional distressing. **These items will not incur fees for additional damage, within reason.**

Early & Late Open

The costume house may be available to open early or stay late for \$75 per hour. There is a one hour minimum charge with no grace period.

Personnel Changes

ClearCut Costume must be kept informed of any changes to Designer, Supervisor, or Accounting contacts.

ClearCut Costume Company shall be held harmless from and against any and all cost, claims, settlements, judgments and expenses arising out of or in connection with this agreement.

I agree with the above terms and policies and accept your conditions

Authorized Signature

Print Name and Title

Date



CLEARCUT
COSTUME CO.
 & MOTION PICTURE
 EXPENDABLES
 PORTLAND, ORE.

PRODUCTION INFORMATION

Date _____

Production Title _____ **Est. Wrap Date** _____

Job Number _____ **Account Type:** Cash/Check Credit Card PO

Rental Type: Weekly (7 days) Production (15 weeks)

Production Type: TV Pilot TV Series Feature Commercial

Music Video Web Series Photo Shoot Other _____

Production Company _____

Production Billing Address

Street _____ City _____ State _____ Zip _____

Shipping Address *(if different)*

Street _____ City _____ State _____ Zip _____

Production Office Phone _____ **Fax** _____

Production Manager _____ **Email** _____

Accounting Office Phone _____ **Fax** _____

Accounting Contact _____ **Email** _____

Rental Contact _____ **Title/Position** _____

Cell: _____ **Email:** _____

Designer _____ **Email:** _____ **C** _____

Supervisor _____ **Email** _____ **C** _____

Terms for credit/PO are Net 30 Days from the date of invoice. Accounts more than 30 days past due may be closed and account suspended until brought current. Past due amounts will be subject to fees.

I certify that the information above is true and correct, and have received and read the ClearCut Costume rental, return and sales terms and policies and agree to abide by them.

Authorized Signature

Print Name and Title

Date



**CLEARCUT
COSTUME CO.**
& MOTION PICTURE
EXPENDABLES
PORTLAND, ORE.

CREDIT APPLICATION

Date _____

COMPANY PROFILE

Exact Legal Name _____

Customer

In Business Since _____ DBA _____

Address _____

Street

City

State

Zip

Phone _____ Fax _____ Fed Tax ID _____

Billing Address _____

Street

City

State

Zip

SSN (if sole proprietor) _____

AP Contact _____ Phone _____ Email _____

I. Check one: Corporation Sole Proprietorship Partnership LLC Other _____

II. Principals / Officers / Partners

1. Name _____ Title _____

2. Name _____ Title _____

III. Bank Information

Bank _____ Branch _____

Address _____

Street

City

State

Zip

Account Number _____ Phone _____ Fax _____

Contact Name _____ Phone _____ Email _____

VI. Trade / Supplier References

1. Name _____ Contact Name _____

Address _____

Phone _____ Fax _____ Account # _____

2. Name _____ Contact Name _____

Address _____

Phone _____ Fax _____ Account # _____

3. Name _____ Contact Name _____

Address _____

Phone _____ Fax _____ Account # _____

CREDIT APPLICATION

PRODUCTION INFORMATION

Production Title _____

Production Company _____

Billing Address _____
Street City State Zip

Phone _____ Fax _____ Email _____

Prod. Manager _____ Phone _____ Email _____

Production Type: TV Pilot TV Series Feature Commercial
 Music Video Web Series Photo Shoot Other_____

TERMS AND CONDITIONS

Terms for credit/PO are Net 30 Days from the date of invoice. Accounts more than 30 days past due may be closed and account suspended until brought current. Past due amounts will be subject to fees. Customer agrees to make payments in full to ClearCut Costume Company & Motion Picture Expendables (C4) for all amounts due according to C4 invoice(s). Should Customer default in any such payments, C4 shall have the right, without notice to Customer, to declare all invoice amounts immediately due and payable. In the event C4 should commence any action or otherwise seek to enforce these terms and conditions against Customer, Customer agrees to pay reasonable collection and attorney(s) fees, court costs and other related expenses incurred by C4, whether or not suit is filed. This agreement is not transferrable or assignable by Customer without the prior written consent of C4. Any sums payable to C4 shall be paid within the terms stated above or shall bear interest from the due date, at the then prime rate or the rate at which C4 is then able to borrow funds, whichever is greater. Venue for disputes shall be in the courts sitting in Multnomah County.

Customer agrees that they are liable for any damage to, or loss of, articles rented from C4.

Payments are to be mailed to: **ClearCut Costume Company, 3131 NE 7th Ave., Portland, OR 97212**

The C4 terms and conditions of rentals and sales shall govern all transactions between C4 and Customer, including any additional terms and conditions that may be provided.

C4 reserves the right to decline credit to Customer at C4's sole discretion, and, in the event credit is extended to Customer, C4 reserves the right to change or revoke Customer's credit line on the basis of changes in C4's credit policies or Customer's financial condition and/or payment record.

Customer hereby requests C4 to consider this application for the purpose of extending credit and authorizes (i) the references listed on this application to provide all information requested in conjunction with this application; and (ii) C4 to investigate Customer's credit information and history as C4 may deem necessary.

The undersigned hereby certifies that she or he is duly authorized to sign this application on behalf of Customer, that the information given in this application is true and correct to the best of his or her knowledge and that the Customer hereby agrees to the foregoing terms and conditions.

Authorized Signature _____ Date _____

Print Name _____ Title _____



CLEARCUT
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 EXPENDABLES
 PORTLAND, ORE.

RATING INQUIRY ON ENTERTAINMENT ACCOUNT

To: Bank Name: _____
Bank Address: _____

Bank Fax: _____
Bank Phone: _____

From: Company: _____
Address: _____

Re: Account #: _____

We have requested an extension of credit from ClearCut Costume Company & Motion Picture Expendables. Please accept this memorandum as your authorization to provide all relevant information regarding our banking practices including: the age of the account, average balances, delinquencies or checks written on insufficient funds.

We agree to hold the bank and its employees harmless for any injury or claim arising from the release of any confidential information. Thank you for your prompt response to this request. Please contact our office with any questions.

Authorized Signature _____ **Date** _____

Print Name _____ **Title** _____

Date Account Opened: _____
 Average High Balance: _____
 Returned Checks: _____
 Comments: _____

Name of Bank Officer: _____

Signature: _____ Date: _____

Please send this inquiry back to info@clearcutcostume.com as soon as possible in order for ClearCut Costume to complete their investigation of our credit application.



CLEARCUT
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& MOTION PICTURE
EXPENDABLES
PORTLAND, ORE.

INSURANCE REQUIREMENTS

A Certificate of Insurance is required to rent costumes and equipment from ClearCut Costume Company. Please provide the following:

INSURANCE REQUIREMENTS

General Liability: ClearCut Costume Company & Motion Picture Expendables named as **Additionally Insured** with a minimum of one million dollars in coverage, and

Property Insurance: ClearCut Costume Company & Motion Picture Expendables named as **Loss Payee** for full replacement costs plus deductible.

ClearCut Costume Company
& Motion Picture Expendables
3131 NE 7th Ave.
Portland, OR 97212

Phone: 503.282.1243
Mobile: 323.513.3370
Email: sierra@clearcutcostume.com

I agree that I have read and understood the insurance requirements as stated above.

Authorized Signature

Print Name and Title

Date



CLEARCUT
COSTUME CO.
—
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EXPENDABLES
—
PORTLAND, ORE.

RENTAL RETURN PROCEDURES

- Attach a copy of your rental invoice to the return. It is **not necessary** to return items in the same order as the rental sheet.
- A representative of ClearCut Costume must be present to receive the return.
- Have all garments on the hangers supplied at the time of your rental.
- Multiple-piece sets, self-belts and other original sets should be hung together.
- Shoes and hats should be in bags or boxes. Do not put shoes and hats together in the same container.
- Do not hang bags on hangers with other garments.
- All items must be returned professionally cleaned.
- Shoes, accessories and non-washable items should be **dry**, disinfected and free of dirt, mud, stage blood, sprays, perfume and body odor.
- All top stick **must be removed** before cleaning and return.
- Damaged items should be clearly tagged and marked.
- Any items to be placed on HOLD should be together and clearly tagged with the Rental Invoice number, Character, and Length of Hold.



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PORTLAND, ORE.

RENTAL POLICIES

Appropriate shoes are required in the warehouse. No open toe, high heels or sandals. No consuming food or drink while pulling clothes. Last order write up of the day is **5 PM**.

ClearCut Costume will always attempt to work within the constraints of your production and budget if we are approached during pre-production.

PRODUCTION INFORMATION SHEET

A production information sheet must be filled out completely before any rentals can be pulled, written up or leave ClearCut Costume. It must contain accurate billing and contact information.

RENTAL PERIODS

\$40 Minimum Rental, plus cleaning and restocking

Weekly: 7 Days. All rental items kept past the initial period will be automatically re-billed at the Production Rental rate.

Production: 15 Weeks. All rental items kept past the initial period will be automatically re-billed at the Extended Rental rate.

Extended: 10% of the Production Rental per week

LABOR CHARGES

If you cannot pull an order yourself, there is a \$35 per hour labor fee required for an in-house costumer to pull and organize your order for you. This labor fee also applies for an in-house costumer to send pictures of our stock. The minimum charge is for one hour. Any time over one hour is charged at the full hour rate (no partial hours). This fee is charged whether you rent items or not.

RESTOCKING

All items pulled by a customer, but not rented, must be restocked by the customer at the time of the pull. There will be a restocking fee if not properly restocked. Please ask questions if you are not sure where an item belongs.

HOLDS

- Items may be reserved on the Hold Line for one week free of charge for existing accounts.
- Items remaining after one week will be returned to stock and a 25% restocking fee will be charged.
- Rentals placed on hold upon return will incur a charge of 5% of the production rental rate per week.
- All holds are subject to approval by ClearCut Costume

APPROVALS

AT LEAST 50% OF THE ORDER MUST BE RENTED

- Approval Periods:
 - Commercials and videos: 24 hours
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 - Weekend approvals are at the discretion of ClearCut Costume.
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- No approval on jewelry and accessories (shoes, belts, hats etc.)
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- All approvals are dependent on the sole discretion of ClearCut Costume, and must be approved before they leave.
- No approval on holiday weekends, photo shoots, animals, some short-term projects, jewelry or accessories.

RENTAL PAYMENT

- All rental fees are payable upon costume rental. Rental/deposit payment methods are final. Payment for the full rental plus a deposit equal to the full replacement and cleaning cost is required up front for any job not charged to an in-house account.
- Cash, business checks, and major credit cards are acceptable forms of payment for rentals.
- A \$25 processing fee will be charged for any returned checks. Returned checks will result in loss of check writing privileges.
- All rentals that are cancelled or not picked up will be subject to a 25% restocking fee.

DEPOSITS

- Deposits must be made using a major credit card. Payment for the full rental plus a deposit equal to the full replacement and cleaning cost is required up front for any job not charged to an in-house account.
- Deposits will be refunded once the property has been returned, and all loss, damage and cleaning fees have been paid.

IN-HOUSE (PO/CREDIT) ACCOUNTS

- In-House accounts are available on approved credit (a certificate of insurance may be required.) If credit is extended for your company, a purchase order number is required for all orders.
- Terms are Net 30 Days. All past due invoices will incur a 10% late fee.
- The application and instructions are available at clearcutcostume.com

CREDIT CARD ACCOUNTS

- Credit card accounts can be opened in person if you are using your own credit card.
- If you cannot come in person or are using another person's credit card, a credit card authorization form must be filled out and sent to info@clearcutcostume.com
- The form and instructions are available at clearcutcostume.com

ALTERATIONS & REPAIRS

- Alterations and/or repairs may not be done using iron-on tape, stitch witchery, zig-zag or machine darning etc. Any use of these techniques will incur loss and damage charges. Any item that is altered must retain the ability to be returned to its original condition, and may need to be restored before return, at the discretion of ClearCut Costume.
- Items are rented as-is. If you notice damage, please point out before rental write-up so that it can be noted on your paperwork to avoid loss and damage charges on return. Repairs for use are the responsibility of the renter.
- Certain items are identified as distressed or available for additional distressing. **These items will not incur fees for additional damage, *within reason*.**

RETURNS & CLEANING

- Please bring a copy of your rental contract to facilitate your return. Have all costume pieces on the hangers supplied at the time of your rental.
- Shoes and hats should be in separate bags or boxes.
- Damaged items should be tagged.
- All items must be returned professionally cleaned, unless prior arrangements are made. Use reputable and appropriate cleaners for delicate or vintage items. Damage due to cleaner error will incur loss and damage charges.
- Shoes, accessories and non-washable items should be disinfected and free of dirt, mud, stage blood, sprays, perfume and body odor.
- **Any items not returned clean will be subject to a dry cleaning fee of 15% of the rental amount total.**

LOSS & DAMAGE

- If items are lost or damaged, a charge of the **at least** the full listed replacement value will be assessed for rental items.
- All top stick **must be removed** before cleaning and return, or item will be subject to damage or labor fees.
- ClearCut Costume reserves the right to accept or decline any replacement items in exchange for lost or damaged property (generally three items to replace the one lost or damaged). Lost items returned after loss fees have been charged will be credited the fee minus the outstanding rental charge.

- Missing self-belts or other pieces integral to and rented with a piece are subject to loss and damage charges.
- Defaced bar code labels will incur a \$5 charge
- Certain items are identified as distressed or available for additional distressing.
These items will not incur fees for additional damage, *within reason*.

EARLY & LATE OPEN

The costume house may be available to open early or stay late for \$75 per hour. There is a one hour minimum charge with no grace period.

PERSONNEL CHANGES

ClearCut Costume must be kept informed of any changes to Designer, Supervisor, or Accounting contacts.

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Social security number	
-	
-	
or	
Employer identification number	
-	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); 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.

Sign Here	Signature of U.S. person ▶	Date ▶ 11/11/18
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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.

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.