



Sauk-Suiattle Tribal Council
5318 Chief Brown Lane
Darrington, Washington 98241-9420

(360) 436-0131
Fax (360) 436-1511

Standard Operating Procedure
Back to School Fund
Pre-K through 12th grade

The Tribal Council creates a back to school fund for the purpose of fostering the social and economic advancement of our people through the education of our enrolled Sauk-Suiattle children. The Back to School Fund is made available through the Sauk-Suiattle Indian Tribe's ability to secure funds through the leasing of its gaming units allocation authorized by the State of Washington and is not a guaranteed source of income. The Back to school fund, therefore, are subject to the availability of funds.

The Tribal Council set the following eligibility requirements to receive the back to school fund in the amount of \$300.00 per school year for each student who meets the eligibility criteria.

1. The student is an enrolled member of the Sauk-Suiattle Indian Tribe.
2. Each applicant must complete a W-9 form for each student.
3. Parent must submit the previous year's report card. This requirement doesn't apply to Pre-K students.
4. Applications must be recieved by October 31. Applications recieved after this date will not be processed.

Applicant's Section

Directions to the Applicant: In order for the request to be processed you must complete, initial, sign, date and attach the necessary documents.

Student's Legal Name: _____

Student's Date of Birth: _____ Student's Social Security Number: _____

Student's SSIT Enrollment number: _____

Student's current mailing address: _____

_____(initial) I have attached the current years W-9; Request for Tax Payment Identification Number and Cert.

_____(initial) I have attached the student's previous year's report card (except Pre-K).

_____(initial) Please make the check payable to _____ in care of [] Parent or [] Legal Guardian: _____

Applicant's signature

Date:

First Route to Enrollment Office

Enrollment

Yes this child is enrolled in the Sauk-Suiattle Indian Tribe pursuant to SSIT's Constitution and By Laws, Article II Membership and SSIT Enrollment Ordinance. Based on this individuals enrollment records yes this is the correct DOB, SS# and Enrollment # for this individual.

No this individual is not enrolled in the Sauk-Suiattle Indian Tribe.

Comments: _____

Signature: _____

Date: _____

Education Department

Education

Yes this child meets the eligibility criteria for Back to School Funds and the form is completed.

Attached is Purchase Order #: _____ for the Amount of \$300.00 per student with all the necessary signatures.

Signature: _____

Date: _____

Last Route to Finance Department

Finance Department

Form is completed and Purchase Order #: _____ contains the necessary authorization

Comments with Finance Department personnel initial and date:

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, disregarded entity name (if different from above)	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C Corporation S Corporation Partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions) Exempt payee code (if any) _____ Exempt on from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
Last 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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Employer identification number																			
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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 on page 3.

Sign Here	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. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

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

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

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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.

