APPLICATION FOR APPROVAL
OFF-CAMPUS CATERER

Department Requesting Caterer:
Please submit ALL documents listed to: UCI Dining Services, G318 Student Center, Zot Code: 3700 or by fax at (949) 824-1657. All documents must be submitted by the 14th of each month for review and approval. An updated approved off-campus caterer list will be posted on the 15th of each month at http://www.food.uci.edu/catering_list.php

Please gather all CURRENT documents before submitting. (SEE SAMPLES)

- □ Completed Off-Campus Caterer Application Forms with ALL Signatures

Insurance documents must list the “Regents of the University of California as additional insured” with “UCI Dining Services, G318 Student Center, Irvine, CA 92697” listed as Certificate Holder.

- □ Proof of: General Liability Insurance – Coverage of $1,000,000 per occurrence naming the “Regents of the University of California as additional insured.”

- □ Proof of: Commercial Automobile Insurance – Coverage of $1,000,000 per occurrence naming the “Regents of the University of California as additional insured.” Personal auto coverage NOT allowed.

- □ Proof of: Worker’s Compensation Insurance – Coverage of $1,000,000 per occurrence naming the “Regents of the University of California as additional insured.”

- □ Copy of the County Board of Health Certificate from the county in which your kitchen or commissary is located.

- □ Copy of the most recent Board of Health Inspection Report within the last 12 months.

- □ Copy of a certificate showing members of staff have successfully completed a State of California recognized Serve Safe Food safety and handling training program as required by California law. University of California, Irvine requires certificate must be completed within the last 5 years.

- □ Copy of W-9 Form – Request for Taxpayer ID Number and Certification
University of California, Irvine
UCI Dining Services

APPLICATION FOR APPROVAL
OFF-CAMPUS CATERER

UC Irvine Department Sponsoring Caterer

Department Name: ________________________________________________
Contact Person: ________________________ Zot Code: ____________
Phone: ________________________ Email: ________________________

UC Irvine Department Sponsors Responsibilities and Expectations

It is the responsibility of Department Sponsors to collect all paperwork from the Caterer and submit them to the UCI Dining Services office. All documents must be submitted no later than the 14th of each month for review. An updated approved off-campus caterer list will be posted on the 15th of each month at http://www.food.uci.edu/catering_list.php

It is the responsibility of Department Sponsors to keep all paperwork submitted current at all times. Caterers will be removed from the Approved Off-Campus Caterers List once certificates and inspection reports expire, unless new documents are submitted prior to the expiration date. UCI Dining Services will not send out reminders of expiration.

The University reserves the right to approve Caterers in good business and financial standing with the University. Caterers not in good standing with the University shall be removed from the Approved Off-Campus Caterers List.

I agree to the following condition:

1. I have reviewed the attached list of expectations for all Approved UCI Caterers and the Department Sponsors Responsibilities and Expectations and I agree to operate within these guidelines.

Print Name: ________________________________________________
Signature: ________________________________________ Date: ____________
Caterer Information

To be completed and signed by catering company representative

Firm Name: __________________________________________

DBA: __________________________________________

Address: __________________________________________

Phone: __________________________ Fax: __________________________

Email: __________________________________________

Owner(s): __________________________________________

Contact Person: __________________________________________

Corporate Tax ID Number/FEIN or if not incorporated, owners Social Security Number: __________________________________________

Insurance Company/Agent: __________________________

Phone: __________________________ Fax: __________________________

Please describe equipment and resources to be used to maintain temperatures (hot and cold) of products to be served, delivered from your kitchen to the University and to hold products once served: __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Caterers Responsibilities and Expectations

The University reserves the right to spot check all products being served for appropriate temperature levels, proper storage during transportation, and handling and will refuse any and all products which are handled in a way that do not meet Local, State, and Federal Laws at the Caterer’s expense. Off-Campus Approved Caterers may provide special pre-ordered catering services on campus. They may not sell or offer food for sale on campus. The University also reserves the right to approve Caterers in good business and financial standing with the University. Caterers not in good standing with the University shall be removed from the Approved Off-Campus Caterers List.

The Caterer is responsible for the prompt removal of all equipment, trash, and left over items and the cleaning of all University provided equipment after each event. In the event the Caterer does not remove the equipment promptly or clean the area, the Caterer may be charged a fee which will be deducted from the payment and will be removed from the Approved Off-Campus Caterer’s list.

It is the responsibility of all Approved Off-Campus Caterers to keep all paperwork submitted current at all times. Caterers will be removed from the Approved Off-Campus Caterers List once certificates and inspection reports expire, unless new documents are submitted prior to the expiration date. UCI will not send out reminders of expiration.

As the qualified owner/officer of ________________________________

I agree to the following conditions:

1. I agree to defend, indemnify and hold harmless the University of California, its Regents, officers, employees, students, and agents from and against any liability, loss, damages, expense, legal fees, or claims for injury or damage arising out of the performance of the Agreement but only to the extent such liability, loss, expense, legal fees, claims for injury or damages caused by or as a result from the negligent or intentional acts or omissions of the Caterer, its officers, agents, or employees.

2. It shall be the policy of the Caterer to provide equal opportunity for employment for all qualified persons and to prohibit employment discrimination because of national origin, race, marital status, gender, sexual orientation, handicap, disabled veterans, veterans of the Vietnam era, or any other basis prohibited by applicable law.

3. I have reviewed the attached list of expectations for all Approved UCI Caterers and the Caterers Responsibilities and Expectations and I agree to operate within these guidelines.

Print Name: __________________________________________

Signature: _____________________________________________ Date: __________

Date Received by UCI Dining Services: ________________

Approved: Yes No Reviewed By: _________________ Date Reviewed: __________
Choosing a Caterer:

Whether a small meeting, afternoon break, or large banquet, choosing the best caterer is what will make your event memorable and special. Most caterers have pre-set menus for you to look through and this will give you the idea of the capabilities of the catering staff. In most cases the menu is a guide and special menu requests, theme meals, or idea can easily be designed.

When choosing a caterer from the Approved UCI Caterers List always feel free to:
 ✓ Ask for sample menus
 ✓ Ask for references
 ✓ Ask for a written itemized quotation or estimate
 ✓ Ask for the Caterers Procedures and Guidelines
 ✓ Ask to see pictures of previous events
 ✓ Make sure the caterer is familiar with the event location
 ✓ Ask for samples of the food you will be served

UCI Policies and Procedures

UCI Policy and Procedures requires:
1. Only Approved Caterers may be used for events held on the UCI campus
2. The University reserves the right to approve Caterers in good business and financial standing with the University. Caterers not in good standing with the University shall be removed from the Approved Off-Campus Caterers List.
3. Off-Campus Approved Caterers may provide special pre-ordered catering services on campus. They may not sell or offer food for sale on campus. More information can be found in UCI Policies and Procedures Section 900-16

UCI Accounting will not process payments to caterers who are not on the monthly Approved UCI Caterers List when the event occurs.

Further information can be found in UCI Policy and Procedures Section B – Catering, Parts 1 and 2.

Preferred UCI Caterers:

UCI has contracted with three diverse and talented catering companies to provide catering services on and off the UCI Campus. These Preferred UCI Caterers will have culinary staff members whose creativity will exceed your expectations and compliment your events. Preferred UCI Caterers each have kitchens and production facilities on the UCI Campus that ensures they’ll be just around the corner when you need them and they are familiar with the intricacies of the UCI Campus.

Preferred UCI Caterers List

UCI Catering
(949) 824-1423
**Use of Approved Off-campus Caterers:**

If you find that the Preferred UCI Caterers cannot meet your needs you may choose to use an Approved Off-Campus Caterer. Caterers who are on the Approved UCI Off-Campus Caterer List have met specific insurance requirements set forth by the University, prepare foods in a licensed food service facility in an approved manner, and have received the University’s approval on their most recent county health department inspection report. All caterers are approved on an on-going basis and will remain on the list as long as insurance certificates, food permits, and inspection reports are up to date. It is the caterer’s responsibility to submit the replacement documents to UCI Food Services prior to expiration of the documents currently on file.

The Approved UCI Off-Campus Caterers List is reviewed monthly on the 15th of the month and updated at that time. During this review, caterers with expired documentation will be removed from the list and additional approved caterers will be added.

If you wish to use a caterer who is not on the Approved Off-Campus Caterers List, please contact UCI Dining Services at (949) 824-2759 to obtain an information packet. It is the responsibility of the department or group to coordinate the collection of the required paperwork from the off-campus caterer and to submit it for approval. The document collection, submittal, and approval process may take up to 30 days. The UCI Accounting Office will not honor or pay any caterer who is not on the list. The deadline for submitting the completed Off-Campus Caterer approval packet is the 14th day of the month prior to your event. The Approved UCI Off-Campus Caterer List is published on the 15th day of each month.

Please note: Approved Off-Campus Caterers are approved to provide and serve food, not to provide and serve alcohol. If your event will include alcohol, please contact UCI Dining Services.

Questions and requests for information regarding the Approved UCI Off-Campus Caterers List or feedback on caterers on this list should be directed to UCI Dining Services at (949) 824-2759.

**Expectations of All Approved UCI Caterers:**

All Approved UCI Caterers are expected to provide the highest quality professional services at all times. Off-Campus Approved Caterers may provide special pre-ordered catering services on campus. They may not sell or offer food for sale on campus. The right to provide catering services at UCI is considered a privilege and may be revoked at any time. All Approved On-Campus and Off-Campus Caterers must follow these guidelines:

- All hot food must be delivered, held and served in appropriated NSF approved heating equipment that maintains the food at above 140 degrees until the end of the event.
All cold food must be delivered, held and served in appropriated NSF approved cooling equipment that maintains the food at or below 41 degrees until the end of the event. Ice beds and baths are acceptable if they can maintain the temperature of the food at or below 41 degrees.

Caterers are not allowed to drop off hot or cold food at events without the proper equipment to maintain the temperature.

All catering personnel must follow all CURFFL, NRA, and Federal guidelines regarding food safety and sanitation.

UCI Environmental Health and Safety (EH&S) is responsible for all Health Inspections for events at UCI. UCI EH&S reserves the right to contact the County Health Department for the Caterer’s Commissary at any time regarding the caterers performance or past inspections.

Caterers are expected to arrive and set up on time. It is the responsibility of the caterer to confer with the client to determine when the room will be available for set up, the actual event start time, the event end time, and when the room must be vacated.

Caterers are expected to remove all left over food, trash, and equipment from the campus. No food is to be left in the rooms after the event.

No food, trash, and equipment may be left over night in any UCI facility.

All catering staff is expected to be dressed in a neat and professional manner.

Caterers must follow all UCI guidelines regarding parking including, loading zones, time limits, and purchasing appropriate parking permits for delivery vehicles and staff vehicles.

No smoking is allowed in or within 50 feet of any UCI Facility.

All Caterers must report any claims of food borne illness immediately to UCI Environmental Health and Safety at (949) 824-5073. Failure to report claims to UCI will result in the permanent removal of the caterer from the Approved Caterers List.

**Alcohol at Catered Events:**

Alcohol may only be served at catered events in accordance with UCI Policies and Procedures, Sec. 900-13: Policy on Consumption of Alcoholic Beverages. This policy may be found at: [http://www.policies.uci.edu/adm/pols/900-13.html](http://www.policies.uci.edu/adm/pols/900-13.html). It is the responsibility of the department or organization coordinating or organizing the catered event to review these Policies and Procedures with their caterer of choice.

California State Law and the California Alcohol Beverage Commission restrict caterers who do not possess an alcohol license from selling or providing alcohol to a client. In most cases, the Approved Caterers at UCI do not possess this type of license.

Please note: Approved Off-Campus Caterers are only approved to provide and serve food, *not* to provide or serve alcohol. If your event will include alcohol service, please contact UCI Dining Services to discuss the process for approval.
How do I find a facility for my event?

UCI has many facilities and venues suitable for all types of catered events. The best place to start when looking for a site for your event is UCI Scheduling and Conference Services. UCI Scheduling and Conference Services has a knowledgeable staff of event planners to assist you in reserving the venue you would like to use, coordinating equipment rentals, and arranging University services. Please contact Schedule and Conference Services at (949) 824-5252 for additional information.

All UCI facilities must be scheduled in accordance with Sec. 900-10: Policy on Use and Scheduling of UCI Properties. Information may be found at: [http://www.policies.uci.edu/adm/pols/900-10.html](http://www.policies.uci.edu/adm/pols/900-10.html).

Use of facilities for events comes under the jurisdiction of the Office of the State Fire Marshal. The Campus Fire Marshal is a Designated Deputy State Fire Marshal and a registered Architect. The Campus Fire Marshal has final approval on all events including layout, maximum attendance, equipment, and access. It is always a good idea to include the Campus Fire Marshal in your event planning to avoid costly changes at another time.

If you’re planning on using a tent or canopy it is important to always remember:

- All tents and canopies must be constructed of fire retardant materials with the State Fire Marshal seal.
- The fire retardancy rating must be listed by Manufacture tag outlining the materials used in construction.
- Two separate forms of unobstructed egress must be included in the design of the tent/canopy and must be marked with exit signs.
- Only lights that do not produce heat may be used.
- Table coverings must be made out of non-flammable materials (provide copy of certificate).
- “No Smoking” signs must be clearly displayed.
- Open flames are only allowed when approved by the Fire Marshal. Only self-extinguishing candles may be used. *(If a candle was tipped over it would extinguish itself).*
- Fire Extinguisher(s) must be provided in a visible spot.

**Additional information regarding Catering:**

Additional information regarding catering and the coordination of caterers may be obtained by calling UCI Dining Services at (949) 824-2759.
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**REGENTS OF THE UNIVERSITY OF CALIFORNIA AS ADDITIONALLY INSURED**

**CERTIFICATE HOLDER**

Regents of the University of California
Hospitality & Dining Services
G318 Student Center
Irvine, CA 92697-3700
COUNTY BOARD OF HEALTH CERTIFICATE

CORRECT

THIS PERMIT MUST BE POSTED IN A CONSPICUOUS LOCATION

Permits to operate are NOT TRANSFERABLE. This permit is valid for the noted owner, location, and type of business only. This permit becomes VOID upon the change of ownership. New owners must apply for a new health permit.

ORANGE COUNTY HEALTH CARE AGENCY
ENVIRONMENTAL HEALTH
1241 EAST DYER ROAD, SUITE 120, SANTA ANA, CA 92701
(714) 433-6000

Type of Business:
Owner
Name of Business:
Location:

SAMPLE

ISSUE DATE:

Record ID:

INCORRECT

COUNTY OF ORANGE, CALIFORNIA

COUNTY OF ORANGE, CALIFORNIA
ENVIRONMENTAL HEALTH

and deemed to be in compliance with California food and sanitation standards.

Within a request, the food facility will provide the most recent inspection results, if a foodborne illness or an outbreak of sanitary condition at a food facility is not

or e-mail HCA Environmental Health at: ehealth@ochealthca.com

Visit the HCA Environmental Health website for more information: www.ocfoodinfo.com
THE FOLLOWING VIOLATION(S) WERE OBSERVED DURING THE INSPECTION AND MUST BE CORRECTED

MINOR VIOLATIONS

AA30 - FOOD TEMPERATURES/PREPARATION Improper Holding Temperature
Improper Holding Temperature (CA Health and Safety Code) Measured the temperature of the raw beef located within the walk-in refrigeration unit to be 50°F. Maintain all chilled potential food at 41°F or below. Correct immediately.

AA33 - WATER/SANITIZING Hot Water (90°F-119°F) (CA Health and Safety Code)
Provide an one inch air gap from the end of the sink spout to the top of the floor sink drain.

AA38 - STORAGE/MAINTENANCE/ICE
A. Discontinue storing a shelf full - Replace the utensils within the kitchen area.
B. Discontinue storing the drink containers - Store all food equipment off the floor and on an approved shelf.

AA47 - MISCELLANEOUS
A. Replace a damaged electrical panel, located within the wine storage room.
B. Remove torn and dirty food packaging in the storage room shelves and maintain clean.

Inspector Notes:
Hot water = kitchen 3 cpt sink - 135°F, bar 3 compartment sink hot water-135°F
Dish machine = 50ppm chlorine
Food temperature(s) = salad 2 door reach-in refrigerator-41°F-salad dressing, mushroom gravy-cook station steam table-155°F
Food Thermometer present = yes
Hand wash sinks soap and towel dispensers adequately stocked = yes
Trash Dumpster area = yes

An inspection notification seal was issued this date and was posted in a prominent location easily visible to the public as they enter the facility.

The violations noted in this report were reviewed with the manager and this report will be mailed/faxed to the facility address. The manager was instructed to contact this office and request a copy of the report if the facility does not receive a copy within 7 business days of today's date.
Form W-9

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return):

Business name, if different from above:

Check appropriate box: □ Individual/ □ Sole proprietor ✔ Corporation □ Partnership □ Other □ Exempt from backup withholding

Address (number, street, and apt. or suite no.):

City, state, and ZIP code:

Requester’s name and address (optional):

List account number(s) here (optional):

Part I Taxpayer Identification Number (TIN)

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

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

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 to be assigned one) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding under section 3402(o) of the Internal Revenue Code, (b) I am not a U.S. person (for whom an account number has been obtained), or (c) I am a U.S. person (including a resident alien) and am subject to backup withholding only because
3. I am a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

Certification instructions. You must cross out the code that does not apply. For mortgage interest paid, any real estate transactions, item 2 does not apply. For maintenance or repair of a home, contributions to an individual retirement arrangement (IRA), and any other reasons given in item 1, income is not subject to backup withholding if the amount of the payment is $600 or less.

Provided your correct TIN is not provided, you may be subject to backup withholding. If you are not required to sign the Certification, but you must provide your TIN.

Sign Here: □ U.S. person (including a resident alien) □ Nonresident alien who becomes a resident alien

Purpose of Issuance:

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

U.S. person. 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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

• An individual who is a citizen or resident of the United States,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 recipient 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.

Cat. No. 10231X

Form W-9 (Rev. 1-2005)