



CAPE & ISLANDS
SCHOOL COUNSELOR ASSOCIATION
WWW.THECISCA.ORG

June 2017

Dear Dean/Director of Admissions:

Please join us as the Cape and Islands School Counselor Association continues to promote higher education and other postsecondary opportunities that exist for our students at our **53rd Annual All Cape College Day Fair on October 18, 2017**. Each year, approximately 2,000 students and parents from across Cape Cod, the Islands, and southeastern Massachusetts attend this fair. As in past years, the fair will be held in Barnstable High School's Field House.

Please join your fellow representatives and school counselors for dinner and a cash bar, immediately following the fair, from 6:00-8:00 p.m., at Alberto's Restaurant in Hyannis. Directions to Alberto's will be provided at the fair upon check-in.

On the day of the fair, please remember to check in at the Registration Desk between 2:45 and 3:30 p.m. The Field House doors will be locked until 2:45pm. To avoid the traffic congestion of past years, we ask that you not arrive early and please do not park in the fire lanes. The school busses will be gone by 2:45pm.

The cost to attend All Cape College Day is \$125 per institution. This fee includes dinner for one representative at Alberto's Restaurant. Additional dinners may be reserved at a cost of \$30 per meal. **Please note: Registration procedures have changed this year.** Please visit our website, www.theCISCA.org. On the main page, please follow the link to register for the event. Once you have completed your online registration, you will receive an invoice by email with instructions for submitting payment. Tables will be reserved on a first-come, first-served basis so your prompt reply is important. *Please register for the fair by July 31, 2017.*

Mail your payment to: CISCA, PO Box 175, West Barnstable, MA 02668. Please verify that your vendor database reflects our organization's name and address. Payment is expected by September 1, 2017. A copy of our W-9 is included in this invitation. If you forward your request for payment to someone else at your institution, please forward the W-9. Confirmations will be emailed to the first 200 institutions at the end of July. After we reach 200 attendees, we will form a wait list.

If you have any questions concerning All Cape College Day, please contact Jennifer McGuire at allcapecollegeday@gmail.com. *Email is the preferred method of communication.* Thank you for your support and participation in this program.

Sincerely,
The Executive Committee
Cape & Islands School Counselor Association

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.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <i>Cape + Islands School Counselor Association</i>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one 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) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <i>Non-Profit</i>	4 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) <i>4 Viking Drive</i>	Requester's name and address (optional)
	6 City, state, and ZIP code <i>Wareham, MA 02571</i>	
	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 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.

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Note. If the account is in more than one name, see the instructions for line 1 and 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 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 ▶ *Robin J. Cambron*

Date ▶ *1/7/15*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

- 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?* on page 2 for further information.