



Emerald Development & Economic Network, Inc.

Elaine Gimmel, Executive Director

CHANGE PAYEE/OWNER

EDEN effective date: \_\_\_\_\_

CURRENT PAYEE \_\_\_\_\_

**TENANT INFORMATION**

Tenant Name(s) \_\_\_\_\_

Property Address \_\_\_\_\_

**OWNER INFORMATION**

Owner Name \_\_\_\_\_ Owner Tax ID \_\_\_\_\_

Parcel Number \_\_\_\_\_ Date of Title Transfer \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone \_\_\_\_\_ Owner Email \_\_\_\_\_

**PAYMENT INFORMATION- must submit form W9 for Payee.** NOTE: If professionally managed and Payee/1099 recipient is the owner, please provide management's mailing address, phone number and email address on the W-9 and here below so that correspondence is directed to the property management.

Payee Name (1099 recipient) \_\_\_\_\_ Tax ID (1099 recipient) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**IMPORTANT NOTICE FOR NEW OWNERS**

**Prior to your acquisition of the property, EDEN may have paid a security deposit to the former property owner. Please be aware that if EDEN has paid any or all of the security deposit you will be responsible for returning the security deposit to EDEN when the tenant moves out.**

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

Please submit this form, along with the following documents, to EDEN for processing (can be submitted via mail, fax or e-mail – see footer):

- Completed W-9 form (1099 recipient)
- Direct Deposit Authorization
- Proof of Ownership if new owner. Copy of Management Agreement if Management Company is agent for owner

Form **W-9**  
 (Rev. August 2013)  
 Department of the Treasury  
 Internal Revenue Service

## 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=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption 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	
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 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.

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

Social security number	
[ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]	

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 on page 3.

**Sign Here**

Signature of U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://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.

# *What Are You Waiting For!!!*

## **Sign Up for Direct Deposit Today**

### **Advantages with EDEN Direct Deposit:**

- 1) Rent Payments in Your Bank Account on The First Banking Day of the Month.**
- 2) No More Lost Checks & Fees to Have Them Reissued.**
- 3) Make a Public Declaration that You are Going Green**

**Sign up today! Complete the enclosed form and return the form to EDEN with a voided check. Forms can be:**

**EMAILED**     [mhill@edeninc.org](mailto:mhill@edeninc.org)

**Faxed**         216-651-4066

**Mailed**         EDEN, Inc., 7812 Madison Ave, Cleveland, OH 44102

**We would like all of our landlords to participate in the Direct Deposit program in order to better serve you. For those landlords that will still require paper checks, EDEN has no choice but to implement a fee schedule for replacement checks:**

**Check Reissue fee**                     **\$ 5.00 per check**

**Stop Payment fee**                     **\$35.00 per check**

**AUTHORIZATION AGREEMENT FOR  
AUTOMATIC DEPOSIT (ACH CREDITS)**

COMPANY NAME EDEN, Inc.

I (we) hereby authorize EDEN, Inc., hereafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our)  **Checking** or  **Savings account** (select one) indicated below and the depository named below, hereafter called BANK, to credit and/or debit the same to such account.

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

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

TRANSIT ABA # \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
(Routing number)

This authority is to remain in full force and effect until **EDEN, Inc.** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name: \_\_\_\_\_  
(Please print name as it currently is on checks from EDEN)

SSN:    -   -       or EIN:   -          
(Please use the same number you put on the W-9 on file with EDEN, Inc.)

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

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(On a joint account both parties must sign)

Email address: \_\_\_\_\_  
(optional)

**IMPORTANT: PLEASE be sure to include a voided check with this form.  
(We cannot process without this.)**

Rec'd at EDEN _____	Initials _____	Does # match? Y N
Vendor Code _____	Entered _____	Initials _____