



El Paso County
Community Services Department
General Assistance Division- EFSP

Documentation of Assistance/Statement of Owner

This form must be completed in its entirety by the Local Recipient Organization (LRO) providing service, as all information is required, for each rent/mortgage payment mad with Emergency Food and Shelter Programs funds. Failure to provide complete required information will result in a compliance exception.

Client Information

Client Name: _____ Date (Month/day/year): _____

Client Address: _____
(complete street address)

_____ (city, state and zip code)

Type of Assistance:

Rent (check one)

- Past due Rent
- Current Month's Rent
- First Month's Rent) (effective/move in date _____ (Month/day/year)

Mortgage (check one)

- Past Due Mortgage
- Current Month's Mortgage

This monthly rent/mortgage payment is \$ _____
The total owed (including the amount above) is \$ _____
The one month amount being paid by this agency is \$ _____
The amount being paid is for the of (month/year) _____
The one month amount being paid is/was due on (month/year) _____
The one month amount being paid is past due in its entirety at time of payment (check one) ___ Yes ___ No

EFSP guideline allow for the payment of mortgage principal and interest only. Current rent/mortgage payments may be made up to 10 Calendar days before the due date. First month's rent may be paid up to 30 days prior to move-in date. No deposits, escrow fees, late fees, etc. are eligible when providing assistance to individuals/households. First month's mortgage are not allowed.

LRO Verification (To be complete by the LRO staff):

LRO Staff Name: _____
LRO Staff Signature: _____
Date (month/day/year): _____

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):

This is to confirm that rent/mortgage for _____ for the property
at _____ with
(Complete Address, street number and city, state and zip code)

A monthly rent amount of \$ _____ (rent only: includes no deposits, late fees, or other charges) or with a mortgage with a monthly payments of \$ _____ (principal and interest only, no escrow payments or other fees) is/was due on _____, the total amount currently owed is \$ _____
Month/day/year

The individual/family now has rent/mortgage due/past due for the month(s) of _____
Month /year

Landlord/Mortgage Holder Name: _____ Phone: _____

Address: _____
Street/city/state/zip

Landlord/Mortgage Holder signature: _____ Date (mo./day/year): _____

IMPORTANT : Payment will guarantee residency for an additional 30 days!

NOTICE OF NON-PAYMENT/EVICTION
Noticia de desalojo

Owner Information:
(Información del dueño):

Tenant Information:
(Información del cliente):

Name(Nombre)

Name(Nombre)

Address (Domicilio)

Address (Domicilio)

Phone (No. de teléfono)

You owe past due rent of \$ _____ for the month of _____.

Ud. debe renta atrasada de \$ _____ para el mes de _____.

Non-payment will be considered grounds for eviction, if you fail to make arrangements or if payment is not received.

Si Ud. falla en hacer arreglos o si el pago no se recibe a tiempo se considerará motivo para desalojo.

Landlord/Owner Signature
Firma del dueño

Date/Fecha

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.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> S Corporation
	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.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
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) _____		
<small>(Applies to accounts maintained outside the U.S.)</small>		
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 ▶ _____
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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.