



Instructional Equipment Request (IER) Form FY 2022-2023

Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- All IER form fields complete (**attach requisition and quote before e-signing IER form**)
- Requisition completed and attached
- Valid quote attached (with extended expiration date) including:
 - Shipping costs
 - Installation fees
 - Taxes
- Board packet completed (required for any requests with a total cost of \$99,100.00 or greater)
- IER form and requisition signed by Requestor
- IER form, requisition, and quote submitted as one PDF file to Division Dean including:
 - New Vendor Form (if new vendor)
 - Copy of W9 (if new vendor)

*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President's Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

Instructional Equipment Definitions

Allowable Items

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
 - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
 - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Non-Allowable Items: Administrative or non-instructional purposes including equipment being used for administrative or non-instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: Daniel Cearley Division: PATH

This Equipment Request is: A Replacement | An Upgrade | New Equipment or Technology

SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

Equipment Location

Building #: 1000 Room #: 1061

Comments:

This request will create more access for students, allow higher enrollment, and add new essential equipment. The equipment from the vendor DSLR Pros will add additional batteries, a secondary controller, and replace a monitor mount that is damaged. The two mounts from MicaSense will replace an older mounting unit and allow a sensor to be attached on more than one aircraft. The survey equipment from Bathylogger is new technology that will be used to create ground control points necessary for mapping missions. Lastly, the hard drive from CDWG will replace the external hard drive that is on loan from the IT department.

Vendor DSLR Pros
DJI Mavic 2 - Intelligent Flight Battery
DJI Smart Controller Enterprise (m300)
Mavic Series CrystalSky Mount

Vendor MicaSense
M300 DLS 2 mount
Mica Sense Mount Quick Mount Gen2

Vendor Bathylogger
Emlid Reach RS2 GNSS Survey Kit 3.5G
Carbon Fiber Rover Survey Pole Kit

Vendor CDWG
WD SATA SSD 4TB Harddrive

If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

n/a

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

This equipment reinforces our LPC priorities by creating more opportunities to practice on equipment which can be financially restrictive for many to own. Students from a wide range of backgrounds will be able to gain experience and develop their skills on common professional grade commercial equipment. This investment reduces a financial barrier common in industries that are dependent upon technology and specialized training.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

These resources will directly support the Drone Technology program. There are currently two non-credit courses each semester, each are capped at 15 students however with creative use of existing equipment we have been able to over-enroll.

Additionally, some of this technology has been demonstrated during Viticulture & Winery Technology (VWT) courses. There is potential that certain VWT courses could benefit from these resources. In a similar way, discussions are ongoing about how this technology maybe demonstrated and possibly incorporated into certain photography courses.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

This equipment will be discussed in detail in the upcoming program review. Since the Drone Technology program is new, the first program review is upcoming Fall 2022. In this future review, this equipment will be identified as resources that will be essential to strengthen and grow the program.

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

In the first round of courses, one area that was an obstacle to learning was the lack of flying time due to the lack of sufficient batteries. Each battery allows 15 to 20 minutes flying time and currently each aircraft has three batteries. The investment in 11 batteries will double the amount of time student will be able to practice.

In a similar way, we currently have a single controller for our larger commercial drone. By adding an additional controller students will be able to more easily learn how to operate the aircraft, by separating the duties between a designated controller for the pilot and the camera. We are able use dual controllers for most of our aircraft, but not for our larger units.

The MicaSense mount is a second generation mount and will replace our existing older model mount which has had intermittent connection problems. Connection difficulties have occurred during courses, prolonging or suspending demonstrations. This new mount will solve these technical problems and allow our sensors to be used on multiple aircraft.

The survey equipment from Bathylogger will enhance our ability to teach mapping missions. This technology is common for construction applications where repeatability and accuracy is needed. We Currently, cannot produce maps that can be referenced to known points. This new technology will teach students to create ground control points, a common practice in survey work.

Lastly, the new hard drive will expand the amount of storage space on the computer located in the computer lab. This computer was purchased for the Drone Technology program and did not have large enough storage space. The large file sizes quickly filled the internal hard drive and this hard drive will allow sufficient space to backup files.

Detail the impact the equipment has on learning:

As a collective, these materials are geared toward increasing the students time spent with the equipment. Each of these will allow students to gain more experience and increase their skill levels. The program is a model of "learning by doing" and can have significant impact on comprehension and developing problem solving skills.

Please state the number of classes and students the equipment will impact:

Classes/Sections: NAVI 201, 202/2-3 sections	Students: 60-75 per academic year
----------------------------------------------	-----------------------------------

SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

Both of the NAVI courses will benefit from the investment in equipment and will help students achieve and surpass the following SLOs.

The additional batteries, the extra monitor, and the new mounts will increase the amount of time of students practicing with equipment. In a similar way, the survey kit will expose students a wider range of uses and applications for drones. The equipment will be more representative of what is utilized in industry. It will help students complete projects in a shorter amount of time.

NAVI 201

2. Safely operate a UAS and perform a controlled take-off, demonstrate basic flight controls, and execute a landing.
3. Describe the varied uses of an Unoccupied Aerial System (UAS) in multiple disciplines and careers.

NAVI 202

2. Create and produce an original professional presentation to tell a story using aerial photography, Videography, and/or other remote sensing data set.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

The technology has varied lifespan estimations. The batteries have been tested to undergo a minimum number of cycles, a Lithium-Ion battery's average life span is 300 to 500 charge cycles. Depending up on the usage, the batteries may provide more than 5+ years or service.

The mounts are manufactured of high quality aluminum and may have a long term 10+ year span. The hard drive and survey equipment is similar to many technologies which have a minimum of 5 years, but with proper care this can be extended 10+years.

What are the requirements and associated costs for the storage of the equipment?

There are no requirements and associated costs for the storage of the equipment?

Is there a specific location required to store the equipment?

Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

n/a

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

The Mica Sense Mount Quick Mount Gen2 will replace the Gen1 mount. This mount will be kept as a backup.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

What are the maintenance costs associated with the regular upkeep of the equipment?

n/a

Detail how the equipment meets or exceeds LPC's Sustainability Efforts:

These resources offer an investment which with proper usage and maintenance will exceed the manufactures estimations.

How does the equipment provide renewal resources to the college?

see above

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)


Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 8,360.00	
Shipping & Delivery Fees	\$ 114.76	
Installation Costs	\$ 0.00	
Miscellaneous Costs	\$ 0.00	
Modification to Facilities	\$ 0.00	
Operator Training	\$ 0.00	
Maintenance/Repair Training	\$ 0.00	
Storage	\$ 0.00	
Other	\$ 0.00	
Discounts <i>(enter as negative)</i>	\$ 0.00	
Sub-Total	\$ 8,474.76	
Taxes	\$ 697.08	
Grand Total	\$ 9,171.84	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Grand Total	\$ 0.00	
Overall Cost:		

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	NAVI Instructors
Does the work align with current position duties?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cost to train primary operator:	None
Approx. # of hours equipment will be used per month:	
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	
Estimated hours per month:	
Does the work align with current position duties?	<input type="radio"/> Yes <input type="radio"/> No
Cost to train for maintenance and repairs:	

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

Requestor:	daniel cearley <small>Digitally signed by daniel cearley Date: 2022.10.12 16:22:44 -07'00'</small>	Date:	10/12/2022
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



Office of Administrative Services

(Wait 5-10s)

Reset

Submit

Requisition Request Form

R _____ - _____

Fiscal Year		Vendor ID #		Vendor Name		Date Required	
22/23				Bathylogger		10/9/2022	
Deliver To			Room #		Return Copy of Requisition To		
Daniel Cearley			1061		Daniel Cearley		
Seq	Item #	Description			Qty	Unit Price	Extended Cost
1	RS2 L1 L2	Reach RS2 L1 L2 RTK GPS Receiver			2	\$ 1,950.00	\$ 3,900.00
2		Carbon Fiber Rover Survey Pole Kit			1	\$ 199.90	\$ 199.90
3							\$ 0.00
4							\$ 0.00
5							\$ 0.00
6							\$ 0.00
7							\$ 0.00
8							\$ 0.00
9							\$ 0.00
10							\$ 0.00
11							\$ 0.00
12							\$ 0.00
13							\$ 0.00
14							\$ 0.00
15							\$ 0.00
Comments					Subtotal		\$ 4,099.90
					10.25% Tax		\$ 307.49
					Shipping		\$ 75.00
					Total Cost		\$ 4,482.39
FOAP to be Charged					%	Amount	
					100		
FUND	ORG	ACCOUNT	PROGRAM				
-	-	-	-				
FUND	ORG	ACCOUNT	PROGRAM				
-	-	-	-				

Daniel Cearley 10/12/2022
 Requestor (print name) Date

 Dean (signature) 10/19/22
Date

 Coordinator/Manager (signature) Date

 Vice President (signature) Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____
Administrative Services Administrative Services Officer VP, Administrative Services

PO Number: _____ Budget Transfer #: _____ Entered: _____

TR 4/6/20

bathylogger
 3115 Alhambra Dr Ste 200
 Cameron Park, CA 95682 US
 530-387-7556
 bathylogger@gmail.com



ADDRESS

Daniel Cearley
 Las Positas College -
 Anthropology Program
 7600 Dublin Blvd, 3rd Floor
 Dublin, CA 94568

SHIP TO

Daniel Cearley
 Las Positas College -
 Anthropology Program
 3000 Campus Hill Drive
 260-J (Temporary Faculty Village
 - Building J
 Livermore, CA 94551-7623

Estimated Total

Estimated Total

Estimated Total

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Reach RS2 L1 L2 RTK GPS Receiver	2	1,950.00	3,900.00
Carbon Fiber Rover Survey Pole Kit	1	199.90	199.90
Sales Tax	1	307.49	307.49
Shipping Cost	1	75.00	75.00

NET TOTAL \$4,482.39

Accepted By

Accepted Date



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

STEPHEN GUNDERSON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MXZT516	9/7/2022	MXZT516	1748411	\$393.70

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
WD Blue 3D NAND SATA SSD WDS400T2B0A - SSD - 4 TB - SATA 6Gb/s	1	5673828	\$357.10	\$357.10
Mfg. Part#: WDS400T2B0A UNSPSC: 43201830 Contract: ClgBuys-CSU Master Agmt #00004442 Catalog (00004442)				

SUBTOTAL	\$357.10
SHIPPING	\$0.00
SALES TAX	\$36.60
GRAND TOTAL	\$393.70

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CHABOT-LAS POSITAS COMM COLL DISTR ACCTS PAYABLE 7600 DUBLIN BLVD FL 3 DUBLIN, CA 94568-2909 Phone: (925) 485-5208 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: LAS POSITAS COLLEGE KEN AGUSTIN 3000 CAMPUS HILL DR LIVERMORE, CA 94551-7709 Shipping Method: DHL-Post Office, GND 3-5 days
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Gianna Panozzo | (866) 339-7083 | gianna.panozzo@cdwg.com

Need Help?

My Account	Support	Call 800.800.4239
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For more information, contact a CDW account manager

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DSLR *Pros*™

Intelligent Drone Solutions

Request for Quote 9/28/2022

Prepared by:

Kevin Hale

DSLRPros.com

sales@dslrpros.com

Prepared for:

Dan Cearley

Las Positas College

3000 Campus Hill Dr, Livermore, CA 94551, USA

Date Created: 09 / 28 / 2022 20:34

Quote ID: PTGXJ-CUVAK-SJVXU-CKMCY

Name	Price	QTY	CA State Tax	Subtotal
DJI Mavic 2 Enterprise - Battery	\$189.00	11	\$213.10	\$2,292.10
<ul style="list-style-type: none"> Capacity: 3850 mAh Voltage: 15.4 V Max Charging Voltage: 17.6 V Battery Type: LiPo Energy: 59.29 Wh Net Weight: 297 g Charging Temperature: 5°C - 40°C Operating Temperature Range: -10°C to 40°C Heating Methods: Manual Heating ; Auto Heating Heating Temperature: -10°C to 6°C Heating duration: 500s (Max) Heating Power: 55W (Max) Charging Time: 90 min Max Charging Power: 80W 				

S-DJI-M2E-BAT



DJI Smart Controller Enterprise	\$1,250.00	1	\$128.13	\$1,378.13
Includes:				

- 1x DJI Smart Controller Enterprise
- Compatible with Matrice 300 RTK
- 9-mile transmission range
- Unlock M300's dual-pilot functionality

S-DJI-SMT-RC-E



Mavic Series CrystalSky & Tablet Mount	\$65.00	1	\$6.66	\$71.66
<ul style="list-style-type: none"> • Foldable aluminum alloy bracket • Adjustable view angle • Hollow-carved design, reduced weight, easy to hold and play • Multiple applications • Stretchable design, suitable for smartphone/ tablet 				
S-NB-MCST				
				
Shipping				
Ground Shipping	\$0.00	1	\$0.00	\$0.00
<ul style="list-style-type: none"> • V-NB-SHIP 				
			Subtotal	\$3,741.89
			Total	\$3,741.89

Signatures

Again, we want to thank you for purchasing your equipment or services with DSLRPros.com. By signing below you agree to our terms and conditions and have read and understand the pricing provided. You also agree not to share the information & pricing provided in this document to anyone outside of your organization. <https://www.dslrpros.com/terms-of-use>



Signature

Date

Name

Title

MicaSense

Quote



Company Address 1300 N Northlake Way
Suite 100
Seattle, Washington 98103
United States

Created Date 9/28/2022
Expiration Date 10/31/2022
Opportunity Name 092822 - NM - Las Positas

Phone (206) 279-9972

Prepared By nick martin
Email nick.martin@ageagle.com

Bill To Name Las Positas College
Bill To United States

Ship To Name Las Positas College
Ship To United States

Product	List Price	Sales Price	Quantity	Total Price
DLS 2 Mount for DJI M300	\$180.00	\$180.00	1.00	\$180.00
Gen 2 Quick Mount	\$329.00	\$329.00	1.00	\$329.00
Shipping Cost	\$0.00	\$39.76	1.00	\$39.76
Tax Added	\$0.00	\$5.10	1.00	\$5.10
		Subtotal		\$553.86
		Grand Total		\$553.86

Terms and Signature

- * All prices shown in U.S. Dollars
- ** Terms and conditions of sale shown on subsequent pages
- *** Customs fees, tariffs, and other import taxes are responsibility of Buyer.

ORDERS

A Buyer may purchase goods ("Goods") from Seller by executing and delivering to Seller a Purchase Order ("Order"). The Order will be governed exclusively by these Terms and Conditions for Sale of Goods ("Terms and Conditions").

ACCEPTANCE OF ORDER

Seller shall indicate acceptance of Order only by written acknowledgement made by a Seller's authorized representative. Seller is not obligated to accept any Order and has the right at its sole discretion to decline any Order. Only these Terms and Conditions shall govern with respect to the sale of goods. Seller's failure to object to provisions contained in any document or communication from Buyer will not be deemed a waiver or modification of the Terms and Conditions provided herein. If the Buyer modifies, adds or contradicts any of these terms and conditions, the Seller hereby automatically rejects such changes.

PAYMENT TERMS

All payments must be made in full (without any withholding, set-off or deduction whatsoever) in the form of a secured financial instrument (examples: certified check, cashier's check, money order, wire transfer).

Deposit: Buyer shall pay a deposit equal to 50% of the value of the Order as a pre-requisite to Seller's acceptance of the Order. This deposit is non-refundable except as stated below*.

Final Payment: Unless credit terms are established by the Seller, prior to shipment of goods by Seller, Buyer shall pay an amount equal to the then-remaining balance of the value of the Order. This payment shall be due when Seller informs Buyer that goods referenced in the Order are ready for shipment. Seller reserves the right to fulfill an Order in full or in part. If final payment is not received by Seller within 30 calendar days of the date when final payment is requested, Seller has the right to fulfill other orders by other customers using the goods allocated to Buyer's Order, and Seller reserves the right to cancel the Order without any obligation to refund to Buyer any part of Buyer's deposit.

Title and ownership of all ordered goods shall remain with Seller until the purchase price for goods has been paid in full to Seller. Seller may choose to set up credit arrangements for Buyer. Payment terms for this circumstance shall be defined in the credit arrangement.

Seller may apply any payment received from Buyer against any obligation owed by Buyer to Seller under any Order. Statements or comments on or accompanying payments shall not be binding on either party. Acceptance by Seller of such payments will not constitute a waiver of Seller's right to pursue the collection of any remaining balance and do not constitute a waiver or modification of these Terms and Conditions.

*In the event that goods associated with an Order are delayed by more than 60 calendar days from the estimated delivery date provided by Seller to Buyer at the time of acceptance of the Order, Buyer has the right to request a refund of the deposit and Seller is obligated to provide a refund of the deposit, or make other equitable arrangements agreed upon by both parties.

CANCELLATION OF ORDERS

If Buyer cancels the order after it has been accepted, Buyer's deposit shall not be refunded unless expressly approved in writing by Seller. Orders may not be cancelled after delivery by Seller to the carrier.

In the event that: (1) the price of goods is based upon the Buyer purchasing a minimum quantity of Goods and (2) cancellation of products by the Buyer results in a reduction to a lower quantity pricing level, then the price of non-cancelled Goods shall be adjusted retroactively and prospectively to the applicable lower quantity pricing level.

CHANGES

Buyer may by written notice request changes within the general scope of the Order. Seller, in its sole discretion, will determine whether it can comply with the requested changes and whether such changes would cause an increase in the price of goods, or the time required for delivery of goods, or the affect on the performance of any part of the Order. Seller is entitled to an equitable adjustment of the price of the order caused by the change. Upon agreement of the parties, the Order will be modified to reflect the agreed change, the change to the delivery schedule, and the equitable price adjustment, if any.

INTELLECTUAL PROPERTY

Seller retains sole and exclusive ownership of all of Seller's intellectual property rights contained in the Goods. No rights of any kind are granted to Buyer.

REVERSE ENGINEERING

Buyer shall neither reverse engineer, decompile, deconstruct, disassemble, synthesize, or extract any element of and/or otherwise discover any Confidential Information, nor request nor accept any disclosure of confidential information or intellectual property from a third party who reverse engineers, decompiles, deconstructs, disassembles, synthesizes, or extracts any element of and/or otherwise discovers any Confidential Information, nor otherwise attempt to derive confidential information or intellectual property contained or embodied in Seller's goods.

SOFTWARE LICENSE

All software provided with the Goods (either embedded in the Seller's products or provided as stand-alone software) is proprietary to Seller or Seller's suppliers. With respect to Seller's software, Seller grants Buyer a limited, nonexclusive, revocable license to use the software for its intended purposes only through and in conjunction with the Goods. Buyer agrees that title to any software remains solely and exclusively with Seller. Buyer will maintain all proprietary marks on software provided by Seller. Buyer may transfer this license if transferring the Goods also and if the transferee agrees to comply with the restrictions of this license.

WARRANTY

This Order is subject to express limitations on Seller's Warranties and Seller's Liability. The sole and exclusive Warranty provided with respect to the Goods purchased and sold hereunder is set forth at www.micasense.com/warranty.html, and it may be amended from time to time in Seller's sole and exclusive discretion.

RETURNED GOODS

No return of Goods will be accepted by Seller without Seller's prior written authorization. Returned goods must be in original manufacturer's shipping cartons complete with all packing materials.

SHIPMENT AND RISK OF LOSS

Title to the goods shall pass to Buyer upon delivery of the Goods to the carrier for shipment to Buyer. Shipments shall be delivered F.O.B. Seller's Factory (Origin). Buyer shall be solely responsible for, and Seller shall have no liability for, loss or damage after delivery to the carrier. Unless otherwise requested by the Buyer, Seller shall arrange and pre-pay for shipping. The costs of shipping will be billed to the Buyer.

DELIVERY SCHEDULE

Buyer acknowledges that any delivery schedule provided by Seller is only an estimation of the lead times. Seller will use commercially reasonable efforts to schedule and initiate shipment as close as possible to Buyer's requested delivery schedule but shall not be liable to Buyer for failure to meet any delivery schedule or for the costs to procure or design substitute goods. Seller reserves the right to make deliveries in installments. Delivery of a quantity that varies from the quantity specified in Order shall not relieve Buyer of its obligation to accept deliver and pay for the goods delivered.

TAXES

All prices exclude applicable taxes, including without limitation, sales tax, use tax, value-added, excise, transfer or other similar taxes or governmental fees, duties and assessments, further including without limitation, local, state and federal tax, import or export duties and taxes, GST, import or export duties, customs, fees, tariffs, and VAT (all of which Buyer shall be solely and

exclusively responsible for), but excluding taxes based upon Seller's net income and Seller's payroll taxes. Buyer may furnish Seller with a tax exemption certificate acceptable to the authority imposing the tax on Seller.

CHOICE OF LAW

The Order shall be governed in all respects by the laws of the State of Washington and the United States of America as such laws are applied to agreements entered into and to be performed entirely within Washington between Washington residents, without reference or regard to its conflicts of laws provisions. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods (1980) is specifically excluded from application to this Order, and shall not be referenced or applied. This Order shall be construed and interpreted in accordance with Washington's adoption of Article 2 of the Uniform Commercial Code, RCW 62A.2.

WAIVER

Failure or delay by either Party to exercise or enforce any right conferred by this Purchase Order shall not be deemed to be a waiver of any such right. Further, a waiver, express or implied, by either Party of any default by the other in the observance and performance of any of the conditions, covenants or duties set forth in this Order shall not constitute or be construed as a waiver of any subsequent or other default.

INDEMNIFICATION

Buyer acknowledges and agrees that Buyer shall be solely responsible for its use of Seller's products. Buyer will defend, indemnify and hold Seller harmless from and against any and all costs, losses, or damages of any kind, including attorney's fees, which Seller may suffer or incur, and from and against any and all claims, demands, costs, losses, or damages of any kind suffered or incurred by the Buyer or others arising from or in any way connected with the Buyer's use of Seller's products.

PARTIAL INVALIDITY AND SEVERABILITY

If any provision of the Order or the Terms and Conditions including any limitation of warranty or liability, is held by a court or any governmental agency or authority to be invalid, void or unenforceable, such provision shall be modified to the minimum extent necessary to become fully enforceable under applicable law, and comport to the maximum extent possible with the original intent of the Parties, and maintains the economic and other terms to which the Parties originally agreed.

ENTIRE AGREEMENT

The Order, Terms and Conditions, including any exhibits and attachments hereto, comprise the entire, final and comprehensive understanding and agreement between the Parties with respect to the subject matter hereof and supersedes all prior proposals, representations, agreements and understandings, whether oral or written, except as stated herein.

I agree to the Terms & Conditions. _____

Quote Approved by: _____

Quote Acceptance Information

- Signature
- Name
- Title
- Date



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Please type or print.

If you have any questions regarding this form or the application process, please contact the Purchasing Division at (925) 485-5233

Part A: Business Questionnaire		Date: 9/29/2022
1. Vendor Name: West Coast Import Export DBA Bathylogger		
2. Primary Contact: Name <u>timothy tamplin</u> Title <u>owner</u> Phone <u>(530) 387 - 7556</u> Ext. _____ Fax <u>() -</u> E-mail Address <u>bathylogger@gmail.com</u>		
3. Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input checked="" type="checkbox"/> Small Business <input type="checkbox"/> Women Owned	4. Type of Business: a. <input type="checkbox"/> Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership (P) <input type="checkbox"/> Independent Contractor <input checked="" type="checkbox"/> Corporation (C), State where firm is incorporated <u>CA</u> b. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes provide Tax-Exempt Form c. Business Start/Incorporation Date <u>08</u> / <u>23</u> / <u>2013</u>	
5. Type of Business: Check the one which best describes your company: <input type="checkbox"/> Broker <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep Service <input type="checkbox"/> Architect, Engineer, Construction <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Other		
(This information must be supplied. If not, the application will be returned):		
6. Federal ID Number <u>47421</u> - <u>1220</u> or Social Security Number _____ - _____ - _____		
7. Sales Tax Collection <input type="checkbox"/> Collect all Sale/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes <input type="checkbox"/> Tax Exempt <input type="checkbox"/> Does not collect Sales Tax California Seller or Use Tax Permit Number <u>01/01/2016 SR KH 102-891981</u>		

Do you supply recycled Products? Yes No

Part B: Address Questionnaire

1. General Mailing Address:

Address 3115 Alhambra Dr. Suite 200

City Cameron Park

State CA Zip 95762 -

Contact Name timothy tamplin

Title owner

Phone (530) 387 - 7556 Ext

Fax () -

2. Remittance Address:

Address SAME AS ABOVE

City

State Zip -

Contact Name

Title

Phone () - Ext

Fax () -

Part C: Commodity and Service Codes

Type of commodities or services that your business provides

Hydographic survey equipment manufacturer and sales

Part D: Completing and Returning Application

1. Name of Person Completing Form

Name timothy tamplin

Title owner

Phone (530) 387 - 7556 Ext

Fax () -

Signature 

Date 9/29/2022

2. Return Completed Application to:

Purchasing Department
Chabot - Las Positas CCD
7600 Dublin Blvd, 3rd Floor
Dublin, CA 94568
Fax: (925) 485-5271

DO NOT COMPLETE - FOR INTERNAL USE ONLY

Received / /

Input / /

Vendor No.

Received / /

Input / /

New Updated



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Please type or print.

If you have any questions regarding this form or the application process, please contact the Purchasing Division at (925) 485-5233

Part A: Business Questionnaire		Date:	10/12/2022
1. Vendor Name: MicaSense			
2. Primary Contact: Name Nick Martin Title Sales Phone (206) -4132 Ext. Fax () - E-mail Address nick.martin@ageagle.com			
3. Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Women Owned		4. Type of Business: a. <input type="checkbox"/> Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership (P) <input type="checkbox"/> Independent Contractor <input checked="" type="checkbox"/> Corporation (C), State where firm is incorporated WA b. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide Tax-Exempt Form c. Business Start/Incorporation Date / /2014	
5. Type of Business: Check the one which best describes your company: <input type="checkbox"/> Broker <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep Service <input type="checkbox"/> Architect, Engineer, Construction <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Other			
(This information must be supplied. If not, the application will be returned):			
6. Federal ID Number 46 -4714424 or Social Security Number - -			
7. Sales Tax Collection <input checked="" type="checkbox"/> Collect all Sale/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes <input type="checkbox"/> Does not collect Sales Tax <input type="checkbox"/> Tax Exempt California Seller or Use Tax Permit Number _____			

Do you supply recycled Products? Yes No

Part B: Address Questionnaire

1. General Mailing Address:

Address 1300 N Northlake Way

City Seattle

State WA Zip 98103 -

Contact Name

Title

Phone () - Ext

Fax () -

2. Remittance Address:

Address 100 N. Broadway

City Wichita

State KS Zip 67202 -

Contact Name MicaSense

Title Bank Of America

Phone () - Ext

Fax () -

Part C: Commodity and Service Codes

Type of commodities or services that your business provides

Multispectral sensors

Part D: Completing and Returning Application

1. Name of Person Completing Form

Name Nick Martin

Title sales

Phone (206) 635 - 4132 Ext

Fax () -

Signature

Date 10/12/2022

2. Return Completed Application to:

Purchasing Department
Chabot – Las Positas CCD
7600 Dublin Blvd, 3rd Floor
Dublin, CA 94568
Fax: (925) 485-5271

DO NOT COMPLETE – FOR INTERNAL USE ONLY

Received / /

Input / /

Vendor No. _____

Received / /

Input _____

New Updated

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. West Coast Import Export Inc.	
2 Business name/disregarded entity name, if different from above Bathylogger	
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 checked="" 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) ▶ _____ 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
5 Address (number, street, and apt. or suite no.) See instructions. 3115 Alhambra Dr. Suite 200	Requester's name and address (optional)
6 City, state, and ZIP code Cameron Park, CA 95682	
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											
4	7		-	4	2	1	1	2	2	0	

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ 5/21/2022
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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.

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. MICASENSE, INC	
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 checked="" 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) ▶ _____ 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 1300 N. Northlake Way	Requester's name and address (optional)
6 City, state, and ZIP code Seattle, WA 98103	
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									
4	6	-	4	7	1	4	4	2	4

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 ▶ *Jana Hays*

Date ▶ *9.29.22*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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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.

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*, later, for further information.

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.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 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 payee 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.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.