

**EMERGING DEVELOPER PROGRAM
TECHNICAL ASSISTANCE RFQ**

The Emerging Developer Program (EDP) has released a Technical Assistance RFQ for providers of technical assistance in various areas related to the development of affordable housing. This is the response of the applicant below:

Organization Name	Kingdom Legacy Company
Doing Business As (If Applicable)	
Street Address	2607 Martin Luther King Jr. Blvd
City	Dallas
State	TX
Zip Code	75215
Website	www.kingdomlegacycompany.com

PRIMARY CONTACT INFORMATION	
First Name	Ferrell
Last Name	Fellows
Title	CEO
Phone Number	850-443-6041
Email Address	info@kingdomlegacycompany.com
Street Address	2607 Martin Luther King Jr. Blvd
City	Dallas
State	TX
Zip Code	75215

SECONDARY CONTACT INFORMATION	
First Name	Daisy
Last Name	Torres
Title	Admin
Phone Number	972-945-3536
Email Address	admin@kingdomlegacycompany.com
Street Address	2607 Martin Luther King Jr. Blvd
City	Dallas
State	TX
Zip Code	75215

Please select if your organization meets any of the following federal, state, or local government-issued designations. Check all that apply.	
Native American-Owned	
Minority Business Enterprise	Selected
Disadvantaged Business Enterprise	
Women-Owned Business Enterprise	Selected
Small Business	Selected
Veteran-Owned small business	
Service disabled veteran-owned small business	
SBA certified small disadvantage business	
SBA certified 8(a) firm	
SBA certified HUBZone firm	
None of the Above	

Please indicate the geographic scale that best describes where you currently serve. Check all that apply.	
Local (city, county)	Selected
Regional (multiple counties, state, multiple states in a region)	Selected
National	

Please select your areas of expertise. Check all that apply.	
Business, Organizational, and Financial Stability Plans	Selected
Property Management	Selected
Asset Management	
Finance	Selected
Acquisition and Rehabilitation of Existing Units	Selected
Joint Ventures	
Construction Management	
Organizational Strategy and Development	Selected
Sustainability and Resilience	
Community Land Trusts and Shared Equity	Selected
Resident Relocation and Stability	
Resident Services	
Other	Credit & City Funding Applications

<p>In a short narrative, please describe your expertise and track record in each of the areas selected above.</p>	<p>As a minority and woman-owned real estate brokerage, development, and education company, Kingdom Legacy has established itself as a leader in community revitalization efforts in the South Dallas area. Our mission is rooted in investing in both people and properties, with a commitment to developing neighborhoods and building affordable, safe places to live. With a motto of "Building a Community with Love, One Household at a Time," our vision extends beyond mere property development to address the economic and social inequities prevalent throughout the Dallas/Ft.Worth Metroplex. KLC owns a portfolio of properties in the South Dallas region and each project involved: Business, Organizational, Leadership, Joint Ventures, Financial Stability Plans, Property Management, Real Estate Finance, Acquisition and Rehabilitation of Existing Units, Organizational Strategy and Development, Shared Equity, Fundraising, working with the local government for funding support, tax credits, and Bank Credit Applications. The KLC team has been engaged on several critical projects as consultants or contributors: 10th Street Land Trust - real estate land acquisition strategy and implementation (2 years) St.Philips Development Corporation - community advisory committee; real estate acquisition and development of existing sites (3 years) St. Philips Development Corporation - Community investment Trust (CIT) and building a shared equity model (2 years) Forest Forward - real estate broker; land and building acquisition strategy, implementation (2 years) Community Developers Roundtable - member and panel speaker; developed feasibility study for MLK Blvd commercial corridor redesign and financial modeling of various development sites, completed multi-</p>
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	<p>family development site and MLK Wellness Center (Cohort 1 2022-2023) Dodson Estates - business development and land acquisition strategy, implementation, finance for a single family housing development (2022-2023) City of Dallas Mentor Protégé Program - Consulting Business Owners seeking to gain education and training to secure contracts with the City of Dallas. (Current Year) Momentus Capital and Charles Schwab - Social Venture Impact Investing panel speaker (2023) Momentus Capital / Capital Impact Partner - Emerging Developer Program - Trainer and Coach (Current Year) Dallas Regional Chamber of Commerce - Inclusion and Community Engagement - speaker, contributor to inform corporate business leaders on development in under championed communities. (2023-Current) Zillow/Housing Connector - Advisory Board Member - consulted the national Zillow team on affordable housing, market access, landlord engagement, and organizational strategy and development to enter the Dallas market. The Georgia Micro Enterprise Network (Atlanta, GA) is a Statewide hub and network of entrepreneurial training programs and microlenders supporting GA businesses. - providing consultation and training for a network of faith-based real estate entities to create strategy, organizational development, and real estate acquisition and redevelopment guidance for underutilized land and property to be developed into affordable housing and other community impact projects. (Current) Greater Allen Development Corporation (NYC) - collaborator and co-author on a community development training book for organizations of faith nationally. (Current) In terms of the category of Business, Organizational, and Financial Stability Plans,</p>
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	<p>Kingdom Legacy has demonstrated expertise in crafting comprehensive strategies and business practices that not only ensure the success of our projects but also contribute to the long-term stability of our organization. Through our diligent financial management practices and strategic operational planning, we have raised over \$3 million in equity investments and secured more than \$10 million in debt. Our track record includes successful collaborations with organizations like St. Philips Development Corporation, TREC, and Mercy Corps, where we spearheaded initiatives such as the creation of a Community Investment Trust aimed at providing investment opportunities for community members and fostering economic empowerment. Property Management is another area where Kingdom Legacy excels. We have a proven track record of effectively managing affordable housing properties, ensuring high tenant satisfaction, and maintaining compliance with all regulatory standards. Through our hands-on approach and commitment to proactive maintenance, we have transformed distressed properties into safe, habitable homes for residents in the 75215 and 75210 zip codes of South Dallas. Finance is at the core of our operations, and Kingdom Legacy has demonstrated expertise in securing funding for affordable housing projects and managing budgets with precision. We have successfully obtained funding from various sources, including the South Dallas/Fair Park Opportunity Fund and Neighborhood Empowerment Zone funding, to support our community revitalization efforts. Additionally, our financial literacy programs equip participants with the necessary skills and knowledge to navigate the complexities of financing and procurement opportunities.</p>
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	<p>When it comes to Acquisition and Rehabilitation of Existing Units, Kingdom Legacy is a licensed real estate brokerage company with an expertise of the Dallas market, specializing in Southern Dallas. Kingdom Legacy has a proven track record of land and property acquisition, strategy, property research, and acquisition of off-market properties, negotiation of complex deal terms, assemblage of parcels of land for larger land deals, and a myriad of transactions across multiple property types including single family housing, multi-family housing, commercial land and property, both vacant and those operating businesses that require lease negotiation. KLC has a track record of transforming dilapidated properties into affordable housing options for low-income communities and advising various development agencies on strategy for rehabilitation and leasing or sale of completed units. Through our expertise in construction management and financial stewardship, we have revitalized numerous properties, providing safe and dignified housing for residents. Organizational Strategy and Development is another area of strength for Kingdom Legacy. We have developed and implemented strategic plans that enhance our organizational effectiveness and advance our mission of community revitalization. We emphasize leadership training, and the development of customized work plans to guide staff toward the completion of annual strategic goals. We partner with other organizations to provide our clients with tax advisory services, operations strategy, and business structuring. Our commitment to diversity, equity, and inclusion is reflected in our workforce and partnerships, ensuring that our initiatives are inclusive and impactful. Kingdom Legacy is a</p>
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	<p>pioneer in the development of Shared Equity models. Through our partnerships and programs, we research and develop models that allow the local community to access, build, and finance affordable housing and commercial retail developments and participate in equity creation happening in the area, promoting long-term affordability and community stability. Kingdom Legacy is partnering with various banks to support their efforts to attract ready loan applicants and have the ability to provide technical assistance to clients seeking financing and assistance with providing supporting documentation or reviewing loan applications prior to submission. Kingdom Legacy is currently developing a program with a local bank to create a pipeline of loan applicants that are creditworthy and meet underwriting qualifications. Our company has the opportunity to facilitate community training at a local bank in South Dallas. In summary, Kingdom Legacy's expertise and track record in Business, Organizational, and Financial Stability Plans, Property Management, Finance, Acquisition and Rehabilitation of Existing Units, Organizational Strategy and Development, and Community Land Trusts and Shared Equity demonstrate our unwavering commitment to building thriving, equitable communities in South Dallas and beyond.</p>
<p>In a short narrative, please describe how you incorporate racial equity into your content and approach.</p>	<p>As a real estate company owned by a woman of color, our commitment to racial equity permeates every aspect of our work, from our strategic planning to our day-to-day operations. Our team is diverse, with an emphasis on employing women, and we are also inclusive of serving a spanish-speaking client base. In our content and approach, we prioritize inclusivity, diversity, and empowerment to address systemic barriers</p>

	<p>and create opportunities for underrepresented individuals and communities. First and foremost, we strive to amplify the voices and experiences of marginalized communities in our content. We actively seek out diverse perspectives and stories to ensure that our messaging reflects the rich tapestry of experiences within the communities we serve. By highlighting the achievements and contributions of African American individuals and communities, we aim to counteract negative stereotypes and promote positive representation. In our approach to affordable housing development and property management, we are deeply committed to advancing racial and economic equity. We prioritize projects that serve predominantly neighborhoods and communities of color, recognizing the historical and ongoing disparities in access to quality housing and economic opportunities. By investing in these communities, we seek to foster economic empowerment, stability, and upward mobility for residents. We are intentional about seeking out vendors and contractors with backgrounds or often overlooked for larger work opportunities. Moreover, we actively engage with community stakeholders, including residents, local organizations, and policymakers, to co-create solutions that address the unique needs and challenges faced by minority communities. Through collaborative partnerships and grassroots initiatives, we work to dismantle structural barriers and create pathways to homeownership, wealth building, and community development. In our organizational culture and practices, we prioritize diversity, equity, and inclusion. We promote a workplace environment that values and respects the perspectives and</p>
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	<p>contributions of all employees, regardless of race, gender, or background. By fostering a culture of belonging and empowerment, we cultivate a diverse workforce that reflects the communities we serve and fosters innovation and creativity. Overall, our commitment to racial equity is not just a checkbox or an afterthought – it is woven into the fabric of who we are as a company. We recognize the urgency and importance of addressing racial disparities and injustices, and we are dedicated to leveraging our resources, expertise, and platform to drive meaningful change and create a more equitable and just society for all.</p>
<p>In a short narrative, please describe your availability for consulting over the next six to twelve months and feel free to share specific considerations.</p>	<p>Ongoing Support and Follow-Up: Our commitment to consulting extends beyond individual sessions, as we provide ongoing support and follow-up to ensure that our clients have the resources and guidance they need to succeed. Whether it's providing additional resources, conducting follow-up assessments, or facilitating connections with relevant partners and stakeholders, we are dedicated to supporting our clients every step of the way.</p> <p>4. Scalability and Adaptability: As the needs and priorities of our clients evolve over time, our consulting services are designed to be scalable and adaptable. Whether it's scaling up support for larger projects or adjusting our approach in response to changing circumstances, we are committed to meeting the evolving needs of our clients and ensuring that our consulting services remain relevant and impactful.</p> <p>5. Group Training: We have facilitated group training and have developed content to enable novice property and business owners to engage in meaningful development. We are available for providing ongoing group training and assistance to land owners, business owners, and faith based</p>

	<p>organizations seeking to utilize existing real estate, acquire new sites, or execute a development vision. Our training materials are comprehensive and focused on access to capital, and building educational capacity to qualify for funding, and prepare project documents needed to secure debt, equity, and grant funding in the development space.</p> <p>6. Broker Services: KLC provides fee-based brokerage services for clients seeking assistance with market research, property research, land acquisition, property acquisition, leasing or other transaction services that must be handled by a licensed real estate broker. These services would fall outside of the scope of an hourly consultation and would be guided by a representation agreement or a new service agreement. We can however consult on the general aspects of a real estate transaction (for an hourly fee) to build technical knowledge of the process for clients seeking to prepare in advance of transactions.</p> <p>Overall, our availability for consulting over the next six to twelve months is guided by a commitment to responsiveness, flexibility, and tailored support. By offering customized consultation sessions, flexible scheduling options, ongoing support and follow-up, and scalability and adaptability, we are confident that our consulting services will empower affordable housing developers and organizations to achieve their goals and make a positive impact in the South Dallas community.</p>
<p>Please provide at least two references with the following information: Organization Name, Organization Contact, Title, Email and Phone Number.</p>	<p>Maggie Parker, Innovan Neighborhoods, Managing Partner and founder, maggie@innovanneighborhoods.com , 214.315.1555 Carla Archambault , Housing Connector , VP Strategy and Business Development , Carlaa@housingconnector.com d:</p>

	206.389.7255 Latosha Herron Bruff, Dallas Regional Chamber of Commerce, Senior Vice President Inclusion and Community Engagement, lherronbruff@dallaschamber.org, 214.746.6737
As an option, you may include additional information demonstrating your expertise such as project samples, links, and additional narrative.	

PRICING INFORMATION	
Are your labor rates above average within your field?	No
If you selected "Yes" on the previous question, please provide an explanation of above average rates.	



Franchise Tax Account Status

As of : 02/21/2024 11:22:17

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

KINGDOM LEGACY COMPANY LLC	
Texas Taxpayer Number	32072646782
Mailing Address	2607 MARTIN LUTHER KING JR BLVD DALLAS, TX 75215-2310
Right to Transact Business in Texas	ACTIVE
State of Formation	TX
Effective SOS Registration Date	11/26/2019
Texas SOS File Number	0803479835
Registered Agent Name	FERRELL FELLOWS
Registered Office Street Address	1919 MCKINNEY AVE STE 100 DALLAS, TX 75201

Telephone
850.443.6041

FERRELL FELLOWS
2607 Martin Luther King jr blvd
Dallas, Texas 75215

Email
info@kingdomlegacycompany.com

Florida A&M University- Master of Business Administration

B.S. Business Management / Finance
M.B.A.

GPA: 3.95
GPA: 4.0

LICENSES/CERTIFICATIONS

BROKER, National Association of Realtors
Certified Loan Signing Agent
Venture Capital University (VCU) Certificate

Real Estate Broker License TX 0677061
Certified Tax Preparer/Notary Public
Author

PROFESSIONAL EXPERIENCE

Kingdom Legacy Company CEO/Developer/Broker 2016-Current

Kingdom Legacy is a real estate brokerage and development company that offers real estate brokerage services, investments, real estate investment education, and sponsors various deal offerings. KLC is actively acquiring land, purchasing properties, and redeveloping real estate to establish thriving communities in South Dallas, Texas.

- Kingdom Legacy Real Estate – Full Service Real Estate Brokerage Services for DFW
- Kingdom Kids Investments – Various Single Family Housing redevelopments in South Dallas
- MLK Wellness Center – Community Development initiative to bring a Fitness Center, Health-Focused Restaurant, and Wellness Suites that address chronic health disparities, the food desert and the lack of health and wellness services in South Dallas.
- South Dallas Life Center – Pre-Development Planning, Land Acquisition, Design, Leadership, Oversight and Construction Planning of Homeless Rehabilitation Center including workforce development center, housing, and other supportive services.
- Rahab Refuge Center – Board President – Renovation & Fundraising for transitional home providing 12 months of housing and life development training to chronically homeless women of South Dallas.
- Community Investment Trust – Member of CIT team led by St. Philips Development Corporation to create education and access for South Dallas community members to invest in local housing & commercial development ventures.
- Comma Club – Real Estate Investment Education, Courses, and Real Estate Investment Fundamentals Guidebook

Procter & Gamble -P&G (OH) Global Purchasing Manager 2008-2010

Managed \$50 Million in annual spending for more than 20 brands including: Pantene, Gillette, Pringles, Febreze, Cover Girl, Tide, and Crest. Owned purchasing responsibility for five manufacturing sites and multiple C-level supplier relationships including new business development in low-cost regions.

- Led commercial negotiations and business development for multiple business allocations to drive innovation, supply assurance, best total value, and cost savings through leveraged scale. Delivered a 20% value creation and \$1 Million cost savings.
- Developed global strategy to consolidate technology platforms and supply base to cross-business, global standards for all company wide aerosol products.
- Published RFP's and negotiated supplier contracts including purchase terms, intellectual property licenses, and exclusivity for internal developments.
- Led Diversity team to increase spending with minority and woman owned companies by 12%, linking external businesses with internal needs and managing the qualification of new suppliers.
- Developed and implemented sourcing plans to execute purchase and delivery of machinery & equipment, ensuring performance to engineering specification and commitment to contract terms.

Phylicia C. Goings

Atlanta, GA 30339 • phylicia@goingscreative.solutions • 310-651-1083

~ BUSINESS Operations Manager and Consultant ~

Accomplished operations manager and consultant with the skill-set to bring corporate vision to life while effectively reaching desired goals. Possess strong program planning, execution, organization, monitoring and resource balancing skills with the ability to support multiple simultaneous projects or operations.

CORE COMPETENCIES

- Project & Delivery Oversight
- Process Development
- Process Implementation & Monitoring
- Business Strategy Development
- Conflict Management/Resolution
- SWOT Analysis
- Resources Administration
- Budget Management & Allocation

NOTABLE CAREER HIGHLIGHTS

- **Attention to top-tier talent leadership/motivation; recognized for unifying vision and goals, with success leading up to 109 staff members and interfacing with 27 different departments.**
- **Master at leveraging key relationships with business and community stakeholders; attained recognition for outstanding commitment to excellence.**
- **Successfully managed 200+ projects within 2 years while ensuring key metrics and deadlines were met.**
- **Positive track record of delivering key operational objectives including cost reduction and year on year increase in profits, sales, subscription, market and user base.**
- **Driving force behind turnaround, growth and increased profitability of 'Treat Solutions Inc.', to catapult capital gains and profits by 30% annually.**

PROFESSIONAL EXPERIENCE

Goings Creative Solutions, Owner, Consultant, Nationwide **2015 – Present**

- Capabilities Statement Available upon request.

World Changers Church International, Marketing Project Manager, College Park, GA **2015 – 2017**

- Successfully conceptualized and implemented Standard Operating Procedures for project management capacity.
- Effectively partnered with domestic and international teams to deliver world-wide marketing and advertising campaigns.
- Tactfully collaborated with graphic design team, PR companies, vendors and other external partners to ensure that projects, campaigns and events were conducted in excellence.
- Increased monthly subscriptions by 2,000 people, within one year through creation of thought provoking weekly emailed devotionals and written content.
- Instituted Gantt Chart systems that resulted in increased productivity and efficiency with timelines and planning going to 6 months ahead of schedule.
- Managed over project marketing budget and successfully steered the organization's longest campaign which lasted 12 months.

Treat Solutions Inc., Business Owner, Los Angeles, CA/Atlanta, GA **2012 – 2020**

- Established a residential cleaning company with minimal startup capital and successfully increased profits by 30% through each operational year.
- Expanded the service to the commercial market following 2 years of successful prompt and courteous service delivery within the residential sector.
- Strategized and executed on expansion of the business to Atlanta following a 3½ year flourishing growth in Los Angeles.

Education

- Certificate in Business Strategy – Harvard Business School Online (2023 – 2024)
- Certificate in Women's Entrepreneurship – Cornell University (2020)
- Bachelor of Business Administration with a minor in Marketing – American Intercontinental University (2018)
- Certificate in Essentials of Strategic Planning for Managers – Emory University (2016)

Software and Technical Experience

Microsoft Office (Word, Excel, PowerPoint, Outlook), G-Suite, ASANA Project Management Software, Workfront, Monday.com, Adobe Photoshop, Adobe Premier Pro. (etc.) ***References Available Upon Request.**

Community Involvement

Junior League of Atlanta, 2020 | Millennial Civil Rights 2019 | Perfect Love Foundation

602 S Robinson Street
Cleburne, tx 76031
817.627.5155
Stephanie@kingdomlegacycompany.com

Stephanie Sosa

EDUCATION

Champion School of Real Estate – *Licensed Real Estate Agent, License #0747389*
3/2020 – 10/2020, Fort Worth, Tx

Tarrant County College – *16 hours towards Arts & Science degree*
8/2008 – 5/2010, Arlington, Tx

Arlington Medical Institute – *National Registered Medical Assistant (NRCMA)*
1/2004 – 5/2005, Arlington, Tx

EXPERIENCE

Kingdom South Apartments– *Property Manager*

06/2023 – Present

- Leasing, Tenant Screening and Tenant Management.
- Responding to tenant inquiries and requests.
- Conducting weekly visual inspection of grounds, and quarterly units inspections.
- Performing move-in and move-out inspections and managing security deposit refunds.
- Hiring vendors, overseeing grounds & maintenance personnel and ensuring repairs are completed in a timely manner and within a reasonable budget.
- Collecting and managing rent payments and reporting in Buildium Software.
- Creating and maintaining property management reports and records.
- Working closely with the finance manager to ensure rents, income and expenses are invoiced, recorded, and paid in a timely manner.
- Ensuring compliance with all applicable laws and regulations including property codes, fire codes, and health and safety codes.
- Identifying and Managing non-compliant tenants, lease violations, and handling evictions including being present for court hearings.
- Working with law enforcement to peaceably maintain order on and around the property.
- Engaging non-profit organizations to lease a minimum of 10 units to tenants below 50% of the AMI.
- Marketing vacancies on the Housing Connectors and Housing Forward and obtaining landlord protections and incentives available for placements through these platforms.
- Managing the day-to-day operations of assigned properties.
- Ensuring tenant satisfaction and timely rent payments.
- Coordinating and managing property maintenance and repairs.
- Creating and maintaining property management reports and records.
- Responding to tenant inquiries and requests in a timely and professional manner (within 48 hours is our ideal measure for timely).

- Mitigating emergency repairs or situations within 24 hours of notification.

Endocrinology & Diabetes Inst.of N.Tx– Office Manager

07/2020 – 4/2022

- Maintain a safe and secure and healthy environment by establishing and following standards and procedures; complying with legal regulations and OSHA preparation.
- Recruit, cross train and mentor team members.
- Implement processes and action plans set forth by the provider.
- Conducted periodic employee appraisals in accordance with facility practices.
- Coordinate staff meetings at regular intervals for informative and educational purposes.
- Collaborated with all vendors.
- Supervised daily clinic operations and coordinated office work activities.
- Addressed and resolved patient complaints.
- Managed a staff of approximately 10 employees and direct all staff activities including, coordinating schedules and breaks, time off and vacations.

Texas Health Resources – NRCMA FLOAT

11/2017 – 7/2020

- Efficiently performed front desk receptionist duties, such as greeting patients in/out, entering new patient data, collected insurance and deductibles/copays, answered phones and scheduled patients.
- Effectively perform back office duties, such as; prep and assist with
- Traveled to 6 different clinics assisting in both the front/back office.
- Front office;checked patients in/out, collected copays and deductibles.
- Triage patients,obtained their vitals and medical history.
- Documented data related to patients' care including assessment results, interventions, medications, patient responses, and treatment changes.
- Assisted multiple physicians in multiple in-office procedures.
- Administered vaccine injections and other injections as required.
- Dress wounds, performed asthma treatments, glucose tests.
- Order labs, radiology images, prescriptions and associate proper diagnoses.
- Collaborate with the practice manager in daily operations.
- Manage TES/Registration edits-charge entry and registration, pending clinical request and billing inquiries.

Texas Health, Medsynergies– Front Desk Receptionist/Lead NRCMA

04/2013 – 11/2017

- Greet high volume of patients,vendors and visitors.
- Managed the daily operations of the center and responsible for opening and closing the center.
- Coordinate work flow among three support staff.
- Extensive data entry using technical software to process claims, invoices, resolve audit errors and collections.
- Properly close out credit card batches and report end of day reconciliation to corporate via email.

- Maintain inventory and order office supplies.
- Create marketing strategies to promote business.
- Build rapport with the patients and provide excellent customer service.
- Performed Dexa scans and quality control of the unit.

UANT Men's Health At USMD Hospital – *NRCMA-National Registered Certified Medical Assistant*

10/2011 – 04/2013

- Assisted 5 Urologist Specialists with multiple in-office procedures and other administrative duties.
- Bilingual Interpreter for all 5 physicians.
- Triaged phone calls and telephone messages.
- Performed Phlebotomy for the in-office patients.
- Triaged patients, performed vitals and obtained their medical history, performed injections when needed.
- Setting up sterile trays and assisting in a variety of procedures such as; insertion of testosterone pellets, vasectomy, removal of urinary catheters and other procedures.
- Discharged patients and provided them with medication samples and educational materials.
- Documented patient's medical data in the chart using the technical software.
- Complied with all company changes and stayed up to date with the practice growth.

Solis Women's Health At USMD Hospital – *Front Desk Receptionist & NRCMA-National Registered Certified Medical Assistant*

03/2008 – 10/2011

- Check in-out patients for a mammogram center.
- Build patient rapport with the referring physicians within the hospital.
- Run daily reports and audits.
- Answer multi-line phone system.
- Accurately update and maintain medical records via technical software.
- Collect co-pays/deductibles.
- Schedule, reschedule and cancel appointments using customized database.

Medical Edge At USDM Hospital – *NRCMA-National Registered Certified Medical Assistant*

08/2006 – 03/2008

- Administered a wide range of front and back office functions for a family practice with 5 physicians.
- Scheduled appointments and checked patients in/out.
- Handled all related patient issues.
- Managed overall office activities encompassing, but not limited to, patient charts, insurance filing/status, pre-certifications, medical reporting and records ordering supplies.
- Assisted physicians with medical procedures, obtained vital signs and histories from patients.
- Maintained examination rooms and worked closely with staff in a team-oriented atmosphere to ensure high quality productive operation.

Bedford Internal Medicine – *NRCMA-National Registered Certified Medical Assistant*

05/2004 – 07/2006

- Triage patients, obtained their vitals and medical history.
- Performed lab draws.
- Administered injections and assisted the physician with in-office procedures.
- Discharge patients providing them samples and educational material.
- Order inventory.

Volunteer

Global Fellowship Church, Administrative Department, Richardson, Tx 2022-present.

Cleburne Chamber of Commerce, Chamber Ambassador, Cleburne, Tx 2022-present.

Cleburne Leadership Program, Cleburne, Tx 2022-present.

Trinity Church, Usher and Hospitality Team, Cedar Hill, Tx 2015-2018

Chaplain Ministry, 2016-present.

Heaven's Heartstring Ministry, Trinity Church, Cedar Hill, Tx 2015-2018

M28 Church Under The Bridge, Trinity Church, Tx 2015-2018

Citizens Police Alumni Association, Arlington, Tx 2008-2011

Arlington Municipal Teen Court, Teen Court Monitor, Arlington, Tx 2010-2011

602 S Robinson Street, Cleburne, Tx

817-627-5155 Email: Stephanie@kingdomlegacycompany.com

Armani Campbell

Real Estate Broker

Armani Campbell

2226 Eugene St.
Dallas, TX, 75215

940.902.2433

Admin@ArmaniHomesDFW.com

Skills

Counseling | Property Management | Real Estate Coordination |
Insurance & Risk Management | Bi-Lingual Spanish (Read, Write, Speak)

Experience

Kingdom South Apartments / Property Manager

June 2023 - PRESENT, Dallas

- Manager of a 50 unit apartment complex & 5 single family homes
- Counsel residents into better life & into financial assistance
- Leasing units & removal of bad character by eviction

Kingdom Legacy Real Estate / Broker

January 2020 - PRESENT, Dallas

- Broker of Kingdom Legacy Real Estate
- Assist agents with real estate transactions
- Leading recruitment of new agents
- Assist the office flow in its day-to-day

United Real Estate / Realtor

September 2018 - January 2020, Dallas

- Spanish sales team lead of Kennedy Real Estate team
- Lead Generation

Keller Williams / Realtor / Property Manager / Front Desk Recp.

July 2016 - September 2018, Dallas

- Front Desk Receptionist
 - Property Management Intern for Ledford Realty
 - Day-to-Day real estate activities
-

Education

University of North Texas / Insurance & Risk Management & Spanish

June 2009 - May 2014, Denton

- Double Major - 5 year program

Universidad Veritas / Insurance & Risk Management

August 2011 - June 2020, Costa Rica

- Studied abroad



Dr. Thando Sibanda

Author. Speaker. Executive Coach.

Experience

Corporate Coaching Consultant

Fresh Impressions LLC ~ 2020-Present

Areas of involvement while at this company

- Leadership Development & Executive Coaching.
- Change Management Consulting
- Entrepreneurship Coaching
- Keynotes & Interventions
- Team Effectiveness

CEO/ Executive Coach & Lead Consultant

Thando Sibanda Inc ~ 2015-Present

Areas of involvement while at this company

- Executive Coach and Trainer
- Corporate Culture Interventionist
- Master Coaching & Thought leadership.
- Strategic Coaching Interventions
- Team Effectiveness Coaching

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Texas
75251

@drthandosibanda

Thando Sibanda

Linkedin.com/in/drthando



Qualifications

PhD – Leadership & Management

Logos University, ~2017 Jacksonville Florida USA

Masters – Leadership & Management

Logos University ~2015, Jacksonville Florida USA

Certification – Fundamentals of Neuroscience

Harvard University ~2020, Massachusetts, USA

Master Coach – Leadership, Teams & Culture

John Maxwell Company ~ 2014-2015

Master Coach – Life, Leadership & Business

Let's Live Coaching Institute ~ 2014-2015

Skills

- Executive Coach
- People Development Specialist
- Strong business sense and ability to forecast major shifts in the marketplace.
- Leadership development & Coaching

Memberships

- Global Society for Neuroscience
- Coaches & Mentors of SA
- International Coach Register
- Federation for Neuro Linguistic Programming Professionals

- Strategy and Planning Consultant
- Expert mentor and coach
- Organisational culture and Development
- Performance management specialist.
- Workshop Facilitator
- John Maxwell Company
- Forge Leadership Institute

Interests

Reading, Travelling, Networking, Flow Science. Leadership

Professional Profile: Dr. Thando Sibanda

Professional Speaker | Author | Facilitator | Master Coach

Dr. Thando Sibanda is a highly accomplished Professional Speaker, Author, Facilitator, and Master Coach, renowned for expertise in leadership, neuroscience, strategic thinking, and personal development. With a passion for developing organizations' most valuable asset - their people, Dr. Thando has successfully guided individuals, teams, and Fortune 500 companies towards transformative breakthroughs and purposeful living.

Key Competencies

- Leadership Development
- Neuroscience in Coaching
- Strategic Thinking
- Personal Development
- Customized Organizational behavior Solutions
- In-depth Team leadership Interventions
- Fortune 500 Consulting – Strategy & Culture
- Global People Development

Clients



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)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	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*
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.