

Appendix E - Program Forms

- Project Approval Form – Rain Gardens, Native Landscaping, Cisterns
- Project Approval Form – Downspout Disconnection
- Rebate Packet – Rain Gardens, Native Landscaping, Cisterns (includes rebate form, maintenance agreement, and W-9)
- Rebate Form – Downspout Disconnection
- Rebate Form - Tree Planting



Project Approval Form

Please complete pages 1-2 of this form and the page(s) specific to your projects.

- Review the Project Requirements boxes on each project page for guidance on design and installation requirements.
- City of Kirkland staff will contact you with project approval within 2 weeks. Approval may include required changes to the plan that ensure your project meets qualifications.
- **Projects that are installed without completed and approved project approval forms will not receive a rebate.**

Contact Information

Name _____

Phone _____

Email _____

Project Address _____

This form is being submitted for the following project(s) *(check all that apply)*:

- ☐ Native landscaping - *page 3*
- ☐ Cisterns - *page 7*
- ☐ Rain garden - *page 9*



Send signed and completed form to:

YardSmart@kirklandwa.gov

-or-

Aaron Hussmann
City of Kirkland
123 5th Ave
Kirkland, WA 98033

Materials and Services - Estimated Costs

Please itemize materials and services, e.g. mulch, labor, plants, etc.

- Attach extra pages, if needed.
- *You may attach a detailed, itemized contractors' estimate instead of an itemized list.*

Materials/Item	Description	Units (yards, hours, etc.)	Price per unit	Cost

Projected total cost: _____

Statement of Understanding

Complete and sign the Statement of Understanding below. Unsigned forms will not be processed.

I, _____, have completed this form accurately to the best of my ability.

To obtain a rebate after the project is completed, the installed project(s) must be inspected by the City of Kirkland and rebate paperwork must be completed.

Property Owner's Signature _____ Date _____

Print completed document & sign

Native Landscaping

Project Requirements

Location

- ☐ Must be combined with disconnecting minimum 400 square feet (800 sf for non-single family residential) of roof area or other impervious surface from City stormwater drainage system.
 - Landscaping must be in flow path of newly disconnected area.
- ☐ Landscaping area must be at least 20% of the size of impervious area draining to the landscaping (i.e. Draining 400 square feet of roof area requires 80 square of new native landscaping).
- ☐ On private property, outside of the public right of way (exceptions made on a case-by-case basis and may require additional permits).
- ☐ Call 811 for utility locates before you dig.
- ☐ Locate trees and shrubs 10' from known underground utilities, 10' from buildings, 10' from property lines, 30' from corner curb, 20' from streetlights and other trees
- ☐ Trees planted under power lines must be less than 25' tall at maturity
- ☐ Project must not send water onto a neighbor's property

Design/Installation

- ☐ Native landscaping must replace lawn, weeds, extremely compacted soil, or pavement
- ☐ Lawn replacement requires either removal of or killing the grass (e.g. cardboard over a winter will kill most lawns) prior to tilling and amending soil
- ☐ Replacing pavement requires pavement and gravel removal, and then tilling and amending soil
- ☐ Minimum of 50% plant material native to the Pacific Northwest region (cultivars are acceptable). 50% of plants can be non-native but must not be invasive species
- ☐ Plant selection is appropriate for site conditions (sunny/shady, wet/dry, etc.)
- ☐ Recommended planting density
 - Trees – 15 to 20 feet on center
 - Shrubs – 6 to 8 feet on center
 - Groundcover – 3 to 4 feet on center
- ☐ Scarify or till extremely compacted soils to a depth of 12 inches
- ☐ Dig 1-3 inches of compost into the top 5 inches of soil in the planting area
- ☐ Finish with a 3-inch plant-based mulch layer (arborists wood chips or equivalent)
- ☐ **Do not use landscape fabric or plastic sheeting as a weed barrier**

Formal City of Kirkland approval required

Native Landscaping

a) Who will be conducting this work?	<input type="radio"/> Property Owner <input type="radio"/> Contractor
b) Project Installer & contact info?	

Site Details

c) What kind of surface will your native landscape replace?	<input type="radio"/> Lawn <input type="radio"/> Pavement <input type="radio"/> Bare Soil <input type="radio"/> Invasive Plants
d) Will the landscape receive runoff from a roof or impervious surface that will be disconnected from the City stormwater drainage system?	<input type="radio"/> Yes <input type="radio"/> No
e) If yes, how many square feet of roof area or impervious surface will flow to landscaping?	_____ square feet

Sizing Details

f) Size of native landscaping project area?	_____ square feet	Minimum 10% of impervious area (i.e. 400 sf of roof area requires 40 square feet of native landscaping)
g) Amount of compost needed	_____ cubic yards	Minimum 1-3 inch depth Multiply project area by planned compost depth. Divide result by 324
h) Amount of mulch needed	_____ cubic yards	Minimum 3-inch depth Multiply project area by planned mulch depth. Divide result by 324

Required Supporting Documents

- ☐ 2-3 “before” images of your landscape area
- ☐ Plant List (page 5)
- ☐ Site design plan (page 6)

- [illegible]

- Dimensions of native landscaping
- Distance from any structures
- Location descriptors (i.e. front, back, side yard)
- Planting plan (include plant species and plant locations)

[illegible]

Questions? Email YardSmart@kirklandwa.gov or call 425-587-3857

Cisterns

Project Requirements

Water can be used for irrigation only (i.e. not drinking water)

Location

- ☐ On private property, outside of the public right of way
- ☐ At least 5 feet from property line
- ☐ Above ground
- ☐ Cisterns must be installed on a solid, level concrete pad or other surface that will not allow the cistern to sink or tip
- ☐ Overflow drains onto a pervious surface (grass, garden, rain garden, etc.)
- ☐ Overflow drainage outlet directed a minimum of 5 feet away from foundation
- ☐ Project does not send water onto neighbor's property

Design

- ☐ Cistern must drain a minimum roof area of 400 square feet
 - Roof area must be newly disconnected from City stormwater drainage system
- ☐ Cistern size: 200 to 1,000 gallons
- ☐ Secure lid
- ☐ Drain valve at bottom of tank for releasing water slowly – valve must remain open during the “wet season” months of October-May
- ☐ Overflow with pipe that drains onto a pervious surface (grass, garden, etc.)
- ☐ Clear access for clearing the inlets when necessary

Formal City of Kirkland approval required

Cisterns

a) Who will be conducting this work?	<input type="radio"/> Property Owner <input type="radio"/> Contractor
b) Project Installer & contact info?	

System Specifications

c) What is the capacity of the cistern(s)?	_____ gallons	At least 200 gallons
d) What is the size of roof area draining to cistern(s)?	_____ square feet	Minimum 400 square feet
e) What material will be used for the cistern foundation?	_____	Concrete pad, packed earth or sand, etc.
f) Size of foundation?	_____ square feet	
g) Describe filtration system components		
h) Where will cistern's overflow be directed to?		Direct a minimum 5 feet away from foundation

Required Supporting Documents

- ☐ An image of the cistern (e.g. an image from a website)
- ☐ Sketch indicating proposed location of cistern, in relation to buildings and other structures

Rain Gardens

Project Requirements:

Location

- ☐ Call 811 for utility locates before you dig. Do not locate garden above utilities
- ☐ Installed in location which passes a soil drainage test
 - 1 to 2 inches per hour is preferred, 0.5 inches per hour minimum
- ☐ Garden located on a slope not greater than 10% (a 1 foot drop over 10 feet length)
- ☐ Minimum setback of 10 feet from top of rain garden to buildings, 10 feet from utilities, and 5 feet from property lines. Minimum setback of 15 feet from buildings with crawl space or basement elevation that are below the overflow point of the infiltration system
- ☐ Minimum setback of 50 feet from any slope greater than 20%
- ☐ Do not locate immediately upslope of buildings
- ☐ Locate on private property, outside of the public right of way

Design/Installation

- ☐ Lawn replacement requires either removal of or killing the grass (e.g. cardboard over a winter will kill most lawns) prior to tilling and amending soil
- ☐ Replacing pavement requires pavement and gravel removal, and then tilling and amending soil
- ☐ Rain garden is designed per the latest *Rain Garden Handbook for Western Washington*
- ☐ Rain garden must drain a minimum of 400 square feet or 800 square feet for multifamily or non-residential property
- ☐ Never send more than 1,000 square feet of roof or driveway runoff to a single rain garden
- ☐ Garden ponding area is 6 to 12 inches deep
- ☐ 4 inches of amended soil tilled into upper 12 inches of soil or 12 inches of 60% sand, 40% compost blend
- ☐ Maximum bottom slope of garden is 0.5%
- ☐ Minimum 1-foot depth between bottom of bioretention soil mix and water table
- ☐ No invasive plant species
- ☐ Plants selection is appropriate for site conditions and placed in appropriate zones of rain garden
- ☐ Install streambed cobble at inlet and overflow to dissipate runoff
- ☐ Finished with a plant-based mulch layer of 3"
- ☐ **Do not use landscape fabric or plastic sheeting as weed barrier**

Formal City of Kirkland approval required

Rain Gardens

Who will be conducting this work?	<input type="radio"/> Property Owner <input type="radio"/> Contractor
Landscape Designer & contact info?	_____
Project Installer & contact info?	_____

Site Details

- ☐ What kind of surface will your rain garden replace? (*choose one*)
- ☐ Lawn ☐ Pavement ☐ Bare Soil ☐ Invasive Plants

Sizing Summary

Refer to *Rain Garden Handbook for Western Washington* to complete this section

Sizing Calculations		
A. Soil drainage rate	_____ inches per hour	Use results of soil drainage test
B. Area draining to rain garden	_____ square feet	See pages 18-19 of Handbook
C. Desired ponding depth	_____ inches	Designer's preference (6" or 12")
D. Desired performance level	BEST	
E. Rainfall region	Region 2	See map on page 22 of Handbook
F. Sizing factor	_____ %	Use sizing chart on page 21 of Handbook
G. Soil texture	_____	Sand, silt or clay?
Results/ Rain Garden Dimensions		
Required size of top surface of ponding area	_____ square feet	Multiply area draining to garden (B) by sizing factor (F)
Design dimensions for top surface of ponding area	____' Width X ____' Length	Dimension that fit in available space & based on designer preference
Overflow containment area	____' Width X ____' Length	Calculated by adding 1 foot horizontal to all sides for the 6-inch vertical depth required on a 2:1 slope. See page 24 of Handbook

Rain Garden Inlet

- ☐ How will water be delivered to your rain garden?
- ☐ Pipe ☐ Cistern ☐ Swale ☐ Other _____

Rain Gardens

Soil Amendments

Amount of rain garden soil mix needed	_____ cubic yards	4-inch or 12-inch depth Multiply top surface of ponding area by proposed soil depth. Divide result by 324
Amount of mulch needed	_____ cubic yards	3-inch depth Multiply top surface of ponding area by proposed mulch depth. Divide result by 324

Required Supporting Documents

- ☐ 2-3 “before” images of your rain garden area
- ☐ Plant List (page 12)
- ☐ Site Design Plan (page 13)

Rain Gardens: Plant List

- List plants proposed for rain garden. Include quantity and pot size
- Identify native and non-native plants

[illegible]

Rain Gardens: Site Design Plan

Include:

- dimensions of the rain garden
- distance from any structures
- location descriptors (i.e. front, back, side yard)
- location of inlet and overflow of garden and how water will be conveyed to the garden
- planting plan (include plant species and plant locations)

Scale drawing to: 1/4 in = 1ft OR 1/8 in = 1 ft OR 1 in = 10 ft

Project Approval Form - Downspout Disconnection

Simple Downspout Disconnection - Project Approval Form

Project Requirements:



Downspout Disconnection

- ☐ Cut off downspout at least 9 inches above standpipe
- ☐ Block standpipe with expansion plug or cap
- ☐ Add elbow and pipe to carry flow away from house.
- ☐ Point of discharge must be a minimum 5 feet from building (with crawlspace), 10 feet from building (with basement), 5 feet from property line, 10 feet from neighboring buildings, 50 feet from steep slopes
- ☐ Do not send water onto a neighboring property, basement or sidewalk
- ☐ Ground must slope away from buildings and nearby property lines
- ☐ Add splash block, rock, or gravel filled trench to slow and disperse runoff

Splash Block & Rock Pads

- ☐ Route no more than 700 square feet of roof area to a single splash block
- ☐ Spread runoff into lawn, beds, a rain garden or a rock-filled infiltration trench, sloping away from nearby buildings, no steeper than 15%
- ☐ Locate minimum 5 feet from building (with crawlspace), 10 feet from building (with basement), 5 feet from property line, 10 feet from neighboring buildings

Formal City of Kirkland approval required

Basic Information

Name: _____

Phone: _____

Email: _____

Project Address: _____

Project Information

Downspout #1	Downspout #2
Downspout ID (from site report): _____	Downspout ID (from site report): _____
Contributing roof area: _____ square feet	Contributing roof area: _____ square feet
How is the water from the downspout(s) dispersed? <input type="checkbox"/> Splash block <input type="checkbox"/> Rock pad	How is the water from the downspout(s) dispersed? <input type="checkbox"/> Splash block <input type="checkbox"/> Rock pad
Where does runoff flow?	Where does runoff flow?

Project Rebate Checklist

Submit materials for a rebate after your Yard Smart Rain Rewards project(s) has been completed and invoices have been paid.

Please complete and include the following items in your submission:

- ☐ **Project Rebate Form**
- ☐ **Maintenance Agreement**
 - Sign and date form
- ☐ **W-9 form** (Request for Taxpayer Identification Number and Certification)
 - Fill out name, address and social security number fields
 - Single-family property owners, check “Individual/Sole Proprietor” box
 - Sign and date the form
- ☐ **All itemized invoices and receipts** showing costs of project installation and materials.
If using a contractor, invoice must show business name and address.
- ☐ **Proof of payment** (credit card receipts or copy of canceled checks)

Email your rebate materials to YardSmart@kirklandwa.gov or send to Aaron Hussmann, City of Kirkland, 123 5th Ave, Kirkland, WA 98033.

Rebate checks will be mailed within one month from when the complete rebate materials are received by the City of Kirkland.

If you have questions, please contact Aaron Hussmann (425-587-3857 or YardSmart@kirklandwa.gov).



Project Rebate Form

Basic Information

Name: _____

Phone: _____

Email: _____

Project Address: _____

Mailing Address (if different): _____

Project Information

Project 1: ☐ Cistern ☐ Native Landscaping ☐ Rain garden

Project Implementer? ☐ Property owner ☐ Contractor

Final project area or cistern capacity: _____ square feet/gallons (circle one)

Rebate-eligible project costs: \$ _____
(Rebate-eligible projects were listed in Project Approval letter)

Changes made to approved plans (attach new plan, if there is an updated planting or conveyance plan):

Project 2: ☐ Cistern ☐ Native Landscaping ☐ Rain garden

Project Implementer? ☐ Property owner ☐ Contractor

Final project area or cistern capacity: _____ square feet/gallons (circle one)

Rebate-eligible project costs: \$ _____
(Rebate-eligible projects were listed in Project Approval letter)

Changes made to approved plans (attach new plan, if there is an updated planting or conveyance plan):

Continued on next page

Complete and sign this Statement of Understanding. Unsigned forms will not be processed.

I, _____, have completed this form accurately to the best of my ability. To obtain a rebate after the project(s) is completed, I will need to complete the Project Rebate Form after the project is approved by the City of Kirkland. Upon completing the Project Rebate Form, I will agree to maintain my project for 5 years, and give the City of Kirkland permission to access and assess my project(s) for that duration.

Signature _____ Date _____

OFFICE USE ONLY

Date rebate form & attachments received _____ Date check mailed _____

Total eligible DIY project costs	\$ _____
Total eligible contractor project costs	\$ _____
Gallons of runoff managed	_____ gallons

Check one of the following:

- ☐ Project approved for \$_____ rebate. Rebate 100% eligible DIY project costs, 75% eligible contractor project costs. Will not exceed \$3,000 for single-family projects or \$6,000 for larger-site projects.
- ☐ Rebate contingent upon changes to rebate form and materials listed below:



SURFACE WATER MANAGEMENT IMPROVEMENT MAINTENANCE AGREEMENT

This Agreement (Agreement) is made on the ____ day of _____, 20____, by and between the City of Kirkland (City) and _____ (Homeowner).

This Agreement establishes the understanding between the City of Kirkland and the Homeowner regarding the terms and conditions governing Homeowner's participation in the City of Kirkland's Yard Smart Rain Rewards Program. Homeowner owns the real property located at _____, Kirkland, Washington (Property).

TERMS AND CONDITIONS

In consideration of their mutual promises and commitments, the City of Kirkland and Homeowner hereby agree as follows:

1. Homeowner agrees to maintain the Surface Water Management Improvement according to its original design approved in Homeowner's Yard Smart Rain Rewards Project Approval Form and as depicted in Exhibit A (*copy of Project Approval Form*).
2. This Agreement is effective upon full execution of this Agreement and will expire five years from that date.
3. During the term of this Agreement, Homeowner will maintain the Surface Water Management Improvement and exercise reasonable care to avoid interference with, damage to, or loss of function of the improvement. Homeowner shall pay for the costs and expenses that are related to its maintenance obligations.

For the five year duration of this Agreement, the City shall contact Homeowner annually regarding maintenance of the Surface Water Management Improvement.

4. Homeowner grants the City the irrevocable right to use photographs of their Surface Water Management Improvement in all forms and media.
5. Nothing contained in this Agreement shall be construed to require the Homeowner to alter or improve the Property or any access to the Property. Homeowner will provide prior written notice to and consult with the City regarding any planned alterations to the Property or Surface Water Management Improvement that may affect the Improvement's performance. (*Examples would include additions to the property that would affect roof drainage area, alterations to gutters or reshaping the garden.*)
6. Homeowner grants the City permission to enter onto the Property, at reasonable times to be arranged in advance by mutual agreement, to:

- a. inspect the final installation to determine if the Surface Water Management Improvement meets program standards.
 - b. monitor and evaluate the maintenance and performance of the Surface Water Management Improvement.
7. If the Homeowner chooses to discontinue or remove the improvement prior to the expiration of this Agreement, Homeowner will be required to reimburse the City for the amount of the Yard Smart Rain Rewards Rebate. This cost will be pro-rated as described in the schedule below:

Within Year 1	100% of rebate
Within Year 2	80% of rebate
Within Year 3	60% of rebate
Within Year 4	40% of rebate
Within Year 5	20% of rebate
After Year 5	0% of rebate

This Agreement shall terminate upon repayment of the Yard Smart Rain Rewards Rebate in accordance with this Agreement.

8. All written notices or reports required under this Agreement shall be given by posting in first class mail as follows:

To City of Kirkland: Public Works Department
 City of Kirkland
 123 5th Avenue
 Kirkland, WA 98033

To Homeowner: _____

9. Homeowner shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of Homeowners obligations in performance of this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Homeowner and the City, its officers, officials, employees, and volunteers, the Homeowner's liability hereunder shall be only to the extent of the Homeowner's negligence. The provisions of this section shall survive the expiration or termination of this Agreement.

10. This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

City of Kirkland and Homeowner have executed this Agreement, effective on the date first written above.

By: _____ Date: _____
City of Kirkland

By: _____ Date: _____
Homeowner

_____ Date: _____
Homeowner

OFFICE USE ONLY

Homeowner(s): _____

Legal Description: _____

Assessor's Tax Parcel Number: _____

Rebate Amount: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input 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.)	Requester's name and address (optional) City of Kirkland 123 5th Ave Kirkland, WA 98033
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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 Publication 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 28% 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 Part II instructions on page 3 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* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

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* on page 3 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, list first, and then circle, the name of the person or entity whose number you entered in Part I of 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 in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in 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.

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), 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 the chart on page 4 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. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

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 items 1, 4, or 5 below indicate 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. 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
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. 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:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. 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* on page 2.

*Note. 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 Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system 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 contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov 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.

Rebate Form - Downspout Disconnection

Downspout Disconnection - Rebate Claim Form



Basic Information

Name: _____

Phone: _____

Email: _____

Project Address: _____

Mailing Address (if different): _____

Project Information

Downspout #1	Downspout #2
Downspout ID (from site report): _____	Downspout ID (from site report): _____
Contributing roof area: _____ square feet	Contributing roof area: _____ square feet
How is the water from the downspout(s) dispersed? <input type="checkbox"/> Splash block <input type="checkbox"/> Rock pad	How is the water from the downspout(s) dispersed? <input type="checkbox"/> Splash block <input type="checkbox"/> Rock pad
Where does runoff flow?	Where does runoff flow?

Required Supporting Documents

- ☐ Before and after disconnection picture(s) of the downspout(s)
- ☐ Receipts and proof of payment (credit card receipts, canceled checks) for supplies

Complete and sign this Statement of Understanding. Unsigned forms will not be processed.

I, _____, have completed this form accurately to the best of my ability. Upon completing the Project Rebate Form, I will agree to maintain my project for 5 years, and give the City of Kirkland permission to access and assess my project(s) for that duration.

Signature _____ Date _____

OFFICE USE ONLY

Date rebate form & attachments received _____

Date disconnection verified _____ Date check mailed _____

Total rebate amount	\$ _____
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Rebate Form - Tree Planting



Tree Planting - Rebate Cover Sheet

Basic Information

Name: _____

Phone: _____

Email: _____

Project Address: _____

Mailing Address (if different): _____

Project Information

Number of Trees Planted _____

Details

Required Supporting Documents

- ☐ Maintenance Agreement
- ☐ W-9
- ☐ Photo(s) of planted tree(s)
- ☐ Receipts and proof of payment (credit card receipts, canceled checks) for mulch and each tree purchased
- ☐ Photo of Nursery tags

Date rebate form & attachments received _____

Date tree planting verified _____

Date check mailed _____

Rebate eligible tree costs	
Rebate eligible compost/mulch costs	
Total rebate amount	\$