St. Louis Park
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St. Louis Park Economic Development Authority

Advance Program – Guidelines

Program overview

The Advance Program provides financial assistance to help small businesses open, expand, or purchase their first commercial property in St. Louis Park. Eligible businesses may receive forgivable, 0% interest loans up to $10,000, matched 1:1 with business investment. Loan funds are provided on a reimbursable basis after project expenses have been incurred and paid by the business and required documentation is submitted.

The Advance Program's purpose is to accelerate the development and growth of small commercial enterprises, as well as fill vacant storefronts within St. Louis Park. The program's objectives are to help advance prospective entrepreneurs' business aspirations, improve the odds of businesses successfully opening or expanding in St. Louis Park, activate challenging commercial properties, help redevelop and improve such properties, create new jobs by helping small businesses grow, and provide an opportunity for wealth building while simultaneously diversifying and strengthening the city's economic fabric.

The Advance Program is an initiative of the St. Louis Park Economic Development Authority (EDA). **The EDA encourages all eligible St. Louis Park small businesses to apply for assistance under the program, especially those owned or managed by women, Persons of Color or Indigenous, and veteran-owned businesses.**

Funding details

- **Maximum loan amount:** $10,000 for eligible expenses
- **Match requirement:** 1:1
- **Interest rate:** 0%
- **Loan term:** 1 year
- **Loan type:** Reimbursable and forgivable
- **Project completion timeline:** Within six (6) months of approval, unless an extension request is approved by the EDA Executive Director

Loans are forgiven if the business remains in its new St. Louis Park location for one (1) year after the loan is issued and submits One-Year Report Form.

Business or property owners may only receive one forgivable Advance Loan per calendar year.

Eligibility requirements

Business type

Businesses must be new, relocating to St. Louis Park or existing businesses expanding into a larger space or purchasing their first commercial property.

Business documentation

Businesses must be legally established, in good standing with the Minnesota Secretary of State, and have a business bank account.

Location requirements

- Must have a physical commercial brick and mortar address in St. Louis Park
- Must provide a signed lease or purchase agreement
- Must not vacate a similar-sized space within the city to qualify
- New or relocated businesses must have done so within the past six (6) months

Size and revenue requirements

- 1–20 full-time equivalent employees
- Annual gross revenue of $1 million or less

Good standing with the city

- Must comply with all laws and regulations
- Must apply for building permits and use licensed contractors, when required by building code
- Must not have delinquent taxes or charges
- Must be current on rent or mortgage payments

Ineligible businesses

- Businesses without a physical address in St. Louis Park
- Businesses renewing an existing lease, subleasing a space or will be vacating an existing commercial space to move to another of similar size
- Firearms/ammunition sellers; gun clubs; or shooting ranges
- Sexually oriented businesses
- Tobacco, vape, or unauthorized cannabis businesses; smoking lounges/clubs
- Payday lenders, title lenders, pawn shops, check cashers
- Home-based businesses not moving into commercial space
- National/regional chains (unless independently owned franchises)
- Warehouses or dead storage
- Businesses engaged in illegal activity under federal, state or local law

Eligible uses of funds

- Building or leasehold improvements
- Permanent commercial building renovation, alteration, or expansion construction costs
- Permanent lighting, doors, windows improvements
- Roofing, plumbing, electrical, sprinkler systems
- HVAC repair or replacement
- Water heaters or softeners
- Exterior facade improvements, ADA upgrades, murals
- Signage (with permit)

- First-time commercial property down payment
- Permanent landscaping (up to 25% of loan)
- Other permanent improvements approved by the EDA

Ineligible uses

- Work began before loan execution
- Operating expenses (utilities, payroll, rent, insurance, inventory, supplies, licensing, legal and financial consulting fees, subscriptions, etc.)
- Temporary improvements, furniture, etc
- Purchase or rental of tools or equipment, or for labor performed by the building or business owner, family members, employees or any other person with a financial interest in the property or business
- Any work on a building being repaired on a speculative basis where the property owner is not, or does not plan to be, a primary occupant and/or no tenant has been secured
- Activities inconsistent with Vision 4.0 or the city's comprehensive plan
- Expansion of nonconforming uses
- Property taxes or personal expenses
- Any illegal activity under federal, state or local law

Loan application & reimbursement

Applicants must complete the Advance Loan application and provide supporting documentation. Upon approval, the applicant will sign a loan agreement. Upon completion of the work, the applicant will sign a promissory note prior to loan reimbursement.

The economic development authority retains the right to deny any application for loan funding.

Required documentation to submit with Application:

- Proof of articles of incorporation
- Documentation of existing lease and details regarding the space applicant is relocating from (square footage, number of employees, hours, etc.)
- A copy of proposed lease or statement of lease terms, purchase agreement, property tax statement, or other documentation to show site control within the city.
- Most recent federal tax return submitted for the business (with signature)
- A W-9 form (with signature) and Supplier Application
- Other supporting documentation deemed necessary by the economic development authority to assist in understanding the applicant's situation

Required documentation to submit with Request for Reimbursement:

- If purchasing new commercial space, evidence of purchase. Example documentation includes: closing disclosure, mortgage, title
- Bids received – minimum two, unless less is approved by the EDA
- Final invoice from the contractor clearly indicating the total project cost
- Proof of payment to contractor

- A lien waiver – A statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed and (c) waive their right to place any liens on the property for the work completed
- Proof of final inspection by the St. Louis Park Building and Energy Department for work requiring a city permit. Submit a copy of the permit signed off by the responsible city inspector.
- Before and after photos
- Other supporting documentation deemed necessary by the economic development authority to assist in understanding the applicant's situation.

Requests for reimbursement must be submitted within sixty (60) days of completion of the loan-funded work and must include the contractor's invoice and proof of payment.

Reimbursements are typically issued within 35 days after all required documents have been submitted and verified.

Required documentation to submit with One-Year Loan Report Form includes:

- Proof business is operational
- Other supporting documentation deemed necessary by the economic development authority to assist in understanding the applicant's situation.

Application process

- Applicant reviews program guidelines
- Applicant meets with the program administrator (Jase Pater)
- Applicant meets with NextStage Business Advisor for technical support
- Applicant submits completed application by email or mail
- Applicant and EDA enter into Loan Agreement
- Applicant completes work within six (6) months of approval
- Applicant submits Request for Reimbursement Form with sixty (60) days of completion of the loan-funded work
- EDA issues Promissory Note and applicant execute
- Applicant submits One-Year Loan Report Form
- EDA forgives Advance Loan

Program contact

Jase Pater
economic development specialist
952.924.2518
jpater@stlouisparkmn.gov

Application

Applicant information

Business legal name: ____

(Name should be the officially registered name of the business entity.)

Business operating name (if different): ____

Type of business: ____

Business street address: ____

City: ___________________________ State: ____________________ ZIP code:_________________

Mailing address (if different): ____

City: ___________________________ State: ____________________ ZIP code:_________________

Phone number: ___________________________ Email: __________________________________

Business website (social media): ____

Individual completing the application

Name (first and last): ____

Job title: ____

Street address: ____

City: ___________________________ State: ____________________ ZIP code:_________________

Phone number: ___________________________ Email:__________________________________

Optional: Is the business 51% or more owned or managed by any of the following? Check all that apply.

- ☐ Women-owned business
- ☐ Black, Indigenous, Person of Color (BIPOC)-owned business
- ☐ Asian American or Pacific Islanders (AAPI)-owned business
- ☐ Veteran-owned business
- ☐ Disabled-owned business
- ☐ LGBTQ+-owned business
- ☐ Do not wish to disclose

Business description

Attach a brief description of the business (product, hours, customers, clients, number of locations, etc.), industry type and brief history of business. Use separate sheets if necessary. ______________________

____

____

Current and proposed business location

Does the business currently lease or own the space in which it is currently located?

☐ Yes ☐ No

If no, please explain: ____

If yes, what is the size of the space currently occupied? ____________________________________

If yes, when does the lease expire? ____

If yes, are you in good standing with your rent or mortgage payments? ________________________

Does the business plan to lease or purchase new space within the city?

☐ Yes – lease ☐ Yes – purchase ☐ No

What is the address of the proposed new space?

____

What is the size of the proposed new space? ____

What is attractive about the new space? ____

When does the new lease start? ____

When does the new lease expire? ____

If purchasing property, is this the first commercial property you have purchased in St. Louis Park?

☐ Yes ☐ No

If no, you are ineligible

What year did this business begin operating in St. Louis Park? ______________________________

Does the business lease or own property (have a physical presence) in another city?

☐ Yes ☐ No

If yes, please explain: ____

____

Employment (include all W-2 employees):

Current number of full-time employees: ____

Current number of part-time employees: ____

Financial information

Annual net earnings (or net income) last year: $ ____

Description of loan request

Estimate total cost of activity: $ ____

Loan amount requested (loan will match 1:1 up to $10,000): $ ________________________________

Total amount of applicant match: $____

Attach a brief description of the proposed use of the loan funds. Use separate sheets if necessary.

____

____

Timeline for completing proposed project or acquiring property:

____

Note: The proposed project must be completed within six (6) months of approval.

Is there anything else that we should be aware of in relation to your application or business? Use separate sheets if necessary ____

Review terms

The loan amount will be specified below pending the loan applicant's compliance with the (1) Advance program guidelines, (2) this application and (3) available funding. Final determination of eligibility rests with the St. Louis Park Economic Development Authority (EDA).

1. The loan applicant certifies that he/she is an owner of record of the property where the funds will be used to finance building repairs and/or improvements; or where not the owner of record of the property, has obtained the owner's written authorization to cause the repairs or improvements to be made.
2. The property owner certifies that all property taxes are paid and up to date and will remain so throughout the term of the loan.
3. Any contractor(s) who performs work at the property must meet City of St. Louis Park licensing, building permit and building code requirements.
4. The loan applicant understands that any work performed on the property must meet City of St. Louis Park zoning code, building permit and building code requirements.
5. Loan applicant must move into new location and/or all improvements to said location must be completed, be operational and reimbursement request documents provided to the program administrator within six months of the loan approval date. The loan applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
6. Reimbursements are typically issued within 35 days after all required documents have been submitted and verified.
7. The applicant shall hold EDA, the city, their officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the program or its application.
8. The applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular application, and that all expenditures, obligations, costs, fees or liabilities incurred by the applicant in connection with the application are incurred by the applicant at its sole risk and expense.
9. The applicant acknowledges that it has read the guidelines and understands that if the application is approved for funding, loan funds awarded must only be used to pay eligible expenses. The applicant agrees to comply and will continue to comply with the guidelines in all respects.
10. The applicant has reviewed a copy of Minnesota State Statute §13.591 as part of this application and understands that some information submitted will be considered public information.
11. The applicant certifies that the business is in good standing with the City of St. Louis Park including: (1) is a conforming or legally nonconforming use under the current zoning regulations of the city, (2) complies with all state and local laws and regulations pertaining to licensing, and (3) the applicant does not have delinquent taxes, bills, fines or other charges due to the city.
12. The applicant certifies that the business has not or will not vacate a commercial space of similar size in St. Louis Park.
13. For applicants utilizing loan funds to acquire a commercial property, the applicant certifies that it is their first commercial property acquisition.

I hereby affirm that all information above and information and documents provided in connection with this application are true and accurate to the best of my knowledge. I have read and fully agree to be bound by the Advance Program guidelines.

Loan agreement and documents must be finalized before any work on the project may begin. Work done prior to an executed agreement will not be eligible for funding

Name of authorized business representative: ______________________________

Job title of authorized business representative: ______________________________

Signature of authorized business representative: ______________________________

Date: ______________________________

Name of property owner:______________________________

Signature of property owner: ______________________________

Date: ______________________________

Required Documentation

The following documents must accompany an application for it to be deemed complete:

- Proof of articles of incorporation
- Documentation of existing lease and details regarding the space applicant is relocating from (square footage, number of employees, hours, etc.)
- A copy of proposed lease or statement of lease terms, purchase agreement, property tax statement, or other documentation to show site control within the city.
- Most recent federal tax return submitted for the business (with signature)
- A W-9 form (with signature) and Supplier Application
- Other supporting documentation deemed necessary by the economic development authority to assist in understanding the applicant's situation.

Application submittal

Submit application and attachments to the program administrator by mail or email to:

St. Louis Park EDA
Community Development Department
5005 Minnetonka Blvd.
St. Louis Park, MN 55416

Email: jpater@stlouisparkmn.gov

Questions

Questions may be directed to program administrator:

Jase Pater
952.924.2518
jpater@stlouisparkmn.gov

Supplier Application - City of St. Louis Park

The City requests that all suppliers provide an e-mail address for general correspondence. In addition each supplier should provide an e-mail for Purchase Order Notification and e-mail for Payment Advises Statements to be sent to the suppliers' accounts receivable department. For suppliers that do not have multiple departments, the same e-mail can be used. Please provide a general e-mail address and refrain from using individual sales or accounting personnel since often these contacts change.

Section 1. Supplier Contact Information For Non-Profit organizations, please also include additional information in Section 1 Part D.

Business Name or Payee: ______ Date of Application ______

A) Supplier Contact Information

Business Contact: ______ Title: ______

Main Address: ______

City: ______ State: ______ Zip: ______

Business Phone: ______ Fax Number: ______

Email: ______ Web ______

B) Supplier Payment Remittance Address

Business Contact: ______ Title: ______

Address: ______

City: ______ State: ______ Zip: ______

Business Phone: ______ Payment Advise Email: ______

C) Supplier Purchasing Address

Business Contact: ______ Title: ______

Address: ______

City: ______ State: ______ Zip: ______

Business Phone: ______ Purchase Order Email ______

D) Non-Profit Organization

Executive Director: ______ Fiscal Year End MM/DD: ______

Date organization received non-profit status from IRS: ______ Subject to A-133 Audit: ☐ YES ☐ NO

Address: ______

City: ______ State: ______ Zip: ______

Phone: ______ Email: ______

Controller: ______

Phone: ______ Email: ______

Information requested for Federal Reporting & Grant Programs

Section 2. Legal Entity

☐ U.S Partnership
☐ U.S Corporation State Incorporated _____
☐ Individual/Sole Proprietorship
☐ Limited Liability Corporation
☐ 501C Not For Profit
☐ Local or State Government Agency
☐ Education Institution
☐ Foreign Corporation Country _______________
☐ Foreign Government Organization
☐ Foreign Partnership

Section 3. 1099 Reporting Classification

☐ Attorney or Legal Firm
☐ Physician or Medical/Health Care Provider
☐ Rent

Section 4. Supplier SIC/NAICS Codes

Refer to http://www.sba.gov/size/

to look up NAICS Codes assigned to your type of business.

Description of Type of business _______________

SIC/NAICS Code Assigned _________________

Section 5. State/Federal Classification

☐ SBA 8(a) Certification
☐ Small Disadvantaged Business Certification
☐ HubZone Certification
☐ Women Owned
☐ Minority-Owned Business

Section 6. Certified Business Enterprise (CERT)

☐ African American ☐ Native American
☐ Hispanic ☐ Non-Minority Female
☐ Asian/Pacific Islander ☐ Non-Minority Small

Section 7- Payment Preference

Delivery method you prefer to receive payment?

☐ Check ☐ ACH/EFT (refer to Enrollment Section 9.)

☐ Already registered with City for ACH/EFT

Section 9 – ACH/EFT Enrollment

As part of the City of St. Louis Park continuing efforts to efficiently process our supplier payments and lower our processing costs, the City has implemented an ACH/EFT disbursement program for the payment of supplier invoices.

Why Should Your Company or Organization Enroll? By participating in this program, you can eliminate waiting in long lines at your bank and gain the benefit of a quicker deposit to your company's account. Not only does it free your staff's time, but an ACH payment gives you access to the money more quickly, rather than having to wait for a check deposit to clear. We encourage all of our suppliers to join the City of St. Louis Park ACH/EFT disbursement program and enjoy the benefits of a no-hassle payment process and quicker access to your money.

How Does It Work? You will be notified when you will begin receiving payment via ACH/EFT. You will continue to submit your invoices in the same manner for approval and processing.

Name of Finance Institution ______________________________ Address: ______________________________________

City: ______________________________ Zip: __________ State: ______ ______________________

Account Type: ☐ **Savings** ☐ **Checking**

Bank Routing Number: ______________________________ Account Number: ___________________________

AGREEMENT

I hereby authorize and request the City of St. Louis Park to initiate credit entries, and, if necessary, a debit entry in accordance with NACHA rules for reversing a credit entry made in error, to my account at the financial institution named above. Upon a need for a reversing entry, the City of St. Louis Park will communicate with you in advance to arrange repayment. The electronic payment data remains in effect until withdrawn by:

(a) Written notification to the City

(b) My death or legal incapacity

(c) The financial institution or

(d) City of St. Louis Park

Agreement Requires Signature & Date To Be in Effect

Signature ______________________ Date ______________________

Name ______________________ Title ______________________

I certify that the information supplied on this supplier application is correct to the best of my knowledge.

Name of Person Completing/Authorizing Supplier Application ____

Signature ______________________________ Title ______________________Date______________________

Send Supplier Application along with a completed W-9 Form back to the City staff person you are coordinating the purchase with.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

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

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

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
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.

St. Louis Park
MINNESOTA
Experience LIFE in the Park

St. Louis Park Advance Forgivable Loan Program

Request for reimbursement

As a condition of receiving funding, recipients must submit this report to request reimbursement within 6 months of entering into the Advance Loan Agreement. A site inspection by Economic Development Authority staff is required prior to loan reimbursement.

Business Information

Business name: ____

Business street address: ____

City / State / ZIP: ____

Person completing form and title: ____

Loan Information

Total amount spent on activity? $____

Total amount of loan requested for reimbursement? (Up to the amount awarded in Advance Loan Agreement) $____

Total amount of applicant match? ____

Use of Funds

Describe how the funds were used: ____

____

Project Outcomes

Describe business impact (expansion, new location, etc):______________________________________

____

Required Documentation

- If purchasing new commercial space, evidence of purchase. Example documentation includes: closing disclosure, mortgage, title
- Bids received – minimum two, unless less is approved by the EDA
- Final invoice from the contractor clearly indicating the total project cost
- Proof of payment to contractor
- A lien waiver – A statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed and (c) waive their right to place any liens on the property for the work completed
- Proof of final inspection by the St. Louis Park Building and Energy Department for work requiring a city permit. Submit a copy of the permit signed off by the responsible city inspector.
- Before and after photos
- Other supporting documentation deemed necessary by the economic development authority to assist in understanding the applicant's situation.

Submission

Submit by mail or email: St. Louis Park EDA Community Development Department 5005 Minnetonka Blvd. St. Louis Park, MN 55416 Email: jpater@stlouisparkmn.gov

Disbursement of loan funds

Upon approval of loan application, and loan agreement has been fully executed, loan funds will be wired to applicant's bank for direct deposit into applicant's account.

Provide all required bank information listed below:

Bank name: ____

Bank address: ____

Bank routing number (nine digits): ____

Account name: ____

Account address: ____

Checking account number: ____

Contact phone number or email for questions: ____

Information may also be provided directly to city finance department by emailing: gshubert@stlouisparkmn.gov.

St. Louis Park
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St. Louis Park Advance Forgivable Loan Program

One-Year Loan Report Form

As a condition of receiving Advance Loan funding, recipients must submit this report one (1) year after receiving loan funds. Include documentation showing how funds were used.

Business Information

Business name: ____

Business street address: ____

City / State / ZIP: ____

Person completing form and title: ____

Loan Information

Total loan amount received? $____

Project Outcomes

Describe business impact (expansion, new location, increased staff, increase in revenue etc):_________

____

____

____

____

City Support & Feedback

What additional resources or support from the city would be helpful? ______________________________

____

How would you rate your experience with the loan program? (Excellent / Good / Fair / Poor) _________

____

Would you be willing to share your story or be featured in city communications? (Yes / No)

Required Documentation

- Proof business is operational
- Other supporting documentation deemed necessary by the economic development authority to assist in understanding the applicant's situation.

Submission

Submit by mail or email: St. Louis Park EDA Community Development Department 5005 Minnetonka Blvd. St. Louis Park, MN 55416 Email: jpater@stlouisparkmn.gov