



level two

SPONSOR PACKET 2023



2498 PERRY CROSSING WAY SUITE 240 PLAINFIELD, IN 46168

EXECUTIVE UPDATE



Dear Community Leader,

Since 2019 Level Two has been able to help the greater Hendricks County community by providing low-cost workspace, free business education resources, networking opportunities, and community-building events. But we couldn't have done it without people like you.

Because of our combined efforts, new and existing businesses are finding a home in Hendricks County and their leaders are connecting to form strategic partnerships that bolster the economic community in and around Central Indiana. We are proud to continue serving as living and thriving proof that Hendricks County is the perfect place to live, work, and play.

We know that companies like yours value philanthropy and helping out our shared community and we would like to propose a partnership with your organization as an official sponsor of Level Two Inc. Our organization continues to seek the resources to bring about even more support to the entrepreneurial community, such as business lunch and learn events, professional workshop series, and summer career-readiness seminars.

All of our sponsorship opportunities include public acknowledgement of the sponsorship to the rest of our supporters— after all, we want them to know who helped us get where we are! Please review the attached Organization Goals and Objectives and Tax-Exempt Sponsorship Levels and consider supporting our mission.

Please contact me at danielle@leveltwocoworking.com or (317) 268-2040 to discuss your interest in sponsorship or other engagement opportunities. I look forward to connecting with you soon!

With Gratitude,

Danielle Bell

Level Two Executive Director


ABOUT LEVEL TWO



Level Two Inc is a valuable resource for small business owners located in or visiting Indy's West Side. Located in the bustling Shops at Perry Crossing in Plainfield, Indiana, our organization's objective is to provide the support and resources that entrepreneurs and business professionals need to thrive, while also being an asset to the greater community.

WHAT WE OFFER:

- PROFESSIONAL CO-WORKING MEMBERSHIPS
- DAY PASS GUEST PASSES
- PRIVATE MEETING ROOMS
- PRIVATE BOARD ROOM
- FREE BUSINESS WORKSHOPS
- MONTHLY NETWORKING EVENTS
- PROFESSIONAL EDUCATION RESOURCES
- PRIVATE EVENT VENUE
- ONLINE EDUCATION LIBRARY
- COMMUNITY HOLIDAY EVENTS
- STUDENT PITCH COMPETITION & SCHOLARSHIP
- LOCAL NON-PROFIT SUPPORT



The goal of Level Two Inc is to foster an inclusive and vibrant community by providing access to essential resources that empower individual entrepreneurs and small businesses. Our multifaceted approach includes providing free public business education, leadership development opportunities, professional networking resources all within a dynamic professional coworking space and private event venue that serves as a hub for collaboration and growth. Additionally, we believe in giving back to the community through engaging events and support for other non-profit organizations, fostering a culture of generosity and social responsibility.

One of the primary objectives of our non-profit organization is to provide free public business education that equips individuals with practical knowledge and skills. Through workshops, seminars, webinars, and online resources, we aim to cover various aspects of entrepreneurship, financial literacy, marketing, and business management. By removing financial barriers to access, we ensure that everyone, regardless of their economic background, can benefit from these educational opportunities, fostering economic growth and community development.


We believe that strong leadership is the foundation of a thriving community. Our non-profit organization is dedicated to providing leadership development programs that nurture essential qualities such as communication, decision-making, and team-building. These programs empower individuals to become effective leaders in their personal and professional lives, cultivating a community where individuals can collaborate, innovate, and inspire positive change.

Networking plays a crucial role in personal and professional growth. By connecting individuals through these events, we foster an environment of mutual support, knowledge-sharing, and collaboration. Through networking, participants can access new opportunities, build valuable relationships, and expand their horizons.

Our dynamic workspace is equipped with modern amenities, fostering a conducive environment for creativity and collaboration. Additionally, our organization is committed to engaging with the community through family-friendly events designed to promote inclusivity and celebrate diversity. Events like the Sensory Santa event caters to individuals with special needs, ensuring that everyone feels welcome and valued. Our Student Pitch Scholarship Competition inspires young entrepreneurs, encouraging them to pursue their dreams while providing financial support for their educational journey.

In alignment with our commitment to social responsibility, our non-profit organization regularly offers free venue space to other non-profit organizations like Dress for Success, the Plainfield Youth Assistance Program, Plainfield Parks and Recreation, Leadership Hendricks County, and local small business networking groups. By providing a venue at no cost, we seek to amplify the positive impact of these organizations and contribute to the well-being of our community.

Our organization is driven by a vision of empowerment, collaboration, and community building. Our dynamic coworking space and private event venue serve as catalysts for innovation and collaboration, while engaging community events and support for other non-profit organizations fosters a culture of inclusivity and social responsibility. Through this multifaceted approach, we aspire to inspire positive social change, uplift individuals and small businesses, and strengthen the fabric of our community for a better, more prosperous future.



LEVEL TWO LEADERSHIP



EXECUTIVE DIRECTOR

A member of the Level Two team since early 2022, Danielle is a community leader and small business owner. With experience in business ownership and executive leadership, Danielle believes in Level Two's mission to support small businesses in and around Hendricks County and she is to continue building the brand and community impact of Level Two Inc.



BOARD OF DIRECTORS

<u>BOARD MEMBER NAME</u>	<u>COMPANY/EMPLOYER</u>	<u>BOARD ROLE</u>
HEATHER OLINGER	ICE MILLER LLP	BOARD PRESIDENT
DANIEL KINNAMON	KINNAMON FINANCIAL	BOARD TREASURER
BRAD DUBOIS	PLAINFIELD CHAMBER	BOARD SECRETARY
SUSAN ROZZI	ROZZI & ASSOCIATES	MEMBER
BRANDY PERRILL	MADE AT PLAINFIELD / HCCN	MEMBER
JASON ROTH	AUTO DESK	MEMBER
KELLY DIBENEDETTO	DANVILLE CHAMBER	MEMBER
AMBER SHEFFER	JAM PRINTING & PROMOTIONS	MEMBER
JANA MORRISON	LEADERSHIP HENDRICKS COUNTY	MEMBER
RYAN GRIMES	MY IT INDY	MEMBER
ALYSSA WOOLARD	TOWN OF PLAINFIELD	EX-OFFICIO

IN 2022, LEVEL TWO INC WAS PROUD TO HAVE 100% BOARD SUPPORT AND PARTICIPATION IN SPONSORSHIP EFFORTS.

NETWORKING AND EDUCATION



MONTHLY WORKSHOPS

First Fridays at Level Two is a monthly recurring workshop series with networking time and expert speakers on various business and leadership related topics. These workshops are free, inclusive, and open to the public. [Remote viewing and closed captioning is available.]



FOCUS SEMINARS & CLASSES

Level Two hosts focus seminars and "lunch & learns" on topics ranging from business finance to Google Analytics. Topics are presented in-person or virtually by volunteer experts. Additionally, we maintains an extensive list of free online continuing education and business development education classes.



NETWORKING EVENTS

Level Two is proud to host a variety of networking events throughout the year including our own annual Local Elected Leader Breakfast, Leadership Hendricks County alumni meet-ups, monthly First Friday networking breakfasts, as well The Stone Table's popular monthly networking breakfast series.

COMMUNITY BUILDING EVENTS



HOLIDAY TREE LIGHTING

Each year Level Two opens its doors to the public during The Shops at Perry Crossing's annual tree lighting event. Sponsors pitch in to provide hot refreshments, delicious snacks, and a warm place to watch the hustle and bustle below!



DONUTS WITH SANTA + SENSORY SANTA

Level Two hosts a memorable Donuts with Santa event that provides a fun family event to everyone in the community. A Sensory Santa hour is planned in 2023 for our friends who prefer a calm, quiet, and flexible Santa experience. The cost to attend is affordable and complimentary tickets are provided to our area youth assistance groups.



NON-PROFIT EVENT PARTNER

Level Two is proud to partner with other non-profits in need of a space to meet or celebrate! We provide space for one free event per year to qualifying non-profit organizations with a maximum of one free event donated by Level Two per month.

SUPPORTING LOCAL YOUTH



STUDENT PITCH COMPETITION

Level Two's annual Student Pitch Competition brings high school students from across Hendricks County together through a business-idea pitch process that culminates in a final competition in our space judged by area business leaders and viewed by a live audience.



HIGH SCHOOL STUDENT SCHOLARSHIPS

Level Two and partner sponsors State Bank, Care to Change Counseling, and The Anderson Family Foundation provide two high school student scholarships at the completion of the student pitch competition - Judge's Choice and Audience Favorite



GRADUATION OPEN HOUSE VENUE

Level Two becomes Open House central on weekends during the months of May and June as local families celebrate their graduates. To support local youth and provide a safe space to celebrate, Level Two is happy to provide discounted rates for graduation celebrations.

TAX EXEMPT SPONSOR LEVELS



TAX-EXEMPT SPONSORSHIP LEVELS

INCLUDED BENEFITS	LEGACY SPONSOR	PLATINUM SPONSOR	GOLD SPONSOR	SILVER SPONSOR	BRONZE SPONSOR	LEVEL UP SPONSOR	STARTUP SPONSOR	COMMUNITY PATRON
WEBSITE RECOGNITION	✓ LINKED LOGO	✓ LINKED LOGO	✓ LINKED LOGO	✓ LOGO ONLY	✓ LOGO ONLY	✓ TEXT ONLY	✓ TEXT ONLY	✓ TEXT ONLY
SOCIAL MEDIA RECOGNITION	✓	✓	✓	✓	✓	✓	✓	✓
LOGO PLACEMENT ON COMMUNITY NEWSLETTER	✓	✓	✓	✓	✓	-	-	-
LOGO PLACEMENT ON SPONSOR WALL IN THE LEVEL TWO SUITE ENTRY	XLG negotiable	LARGE 12" x 12" max	MEDIUM 8" x 8" max	MEDIUM 8" x 8" max	MEDIUM 8" x 8" max	MEDIUM 8" x 8" max	SMALL 4" x 4" max	SMALL 4" x 4" max
HOST PUBLIC EDUCATIONAL WORKSHOPS AT LEVEL TWO	12 PER YEAR	6 PER YEAR	2 PER YEAR	1 PER YEAR	-	-	-	-
INCLUDED CO-WORKING MEMBERSHIPS OR PASSES	6 ANNUAL MEMBERS	4 ANNUAL MEMBERS	2 ANNUAL MEMBERS	1 ANNUAL MEMBERS	2 DAY PASSES PER MONTH	1 DAY PASS PER MONTH	1 DAY PASS PER MONTH	-
ADDITIONAL BENEFITS	8 HR BOARD ROOM +1 EVENT PER QTR*	LOGO ON COPY CENTER WALL	LOGO ON KITCHEN WALL	NAMED BOARD ROOM W/ LOGO	NAMED MEETING ROOM W/ LOGO	2 HR BOARD ROOM PER MONTH	-	-
TAX-EXEMPT SPONSOR DONATION	\$25,000+	\$10,000+	\$5,000+	\$3,500+	\$2,000+	\$1,500+	\$500+	\$250+

SOLD OUT **SOLD OUT** **SOLD OUT**



ENGAGEMENT OPPORTUNITIES

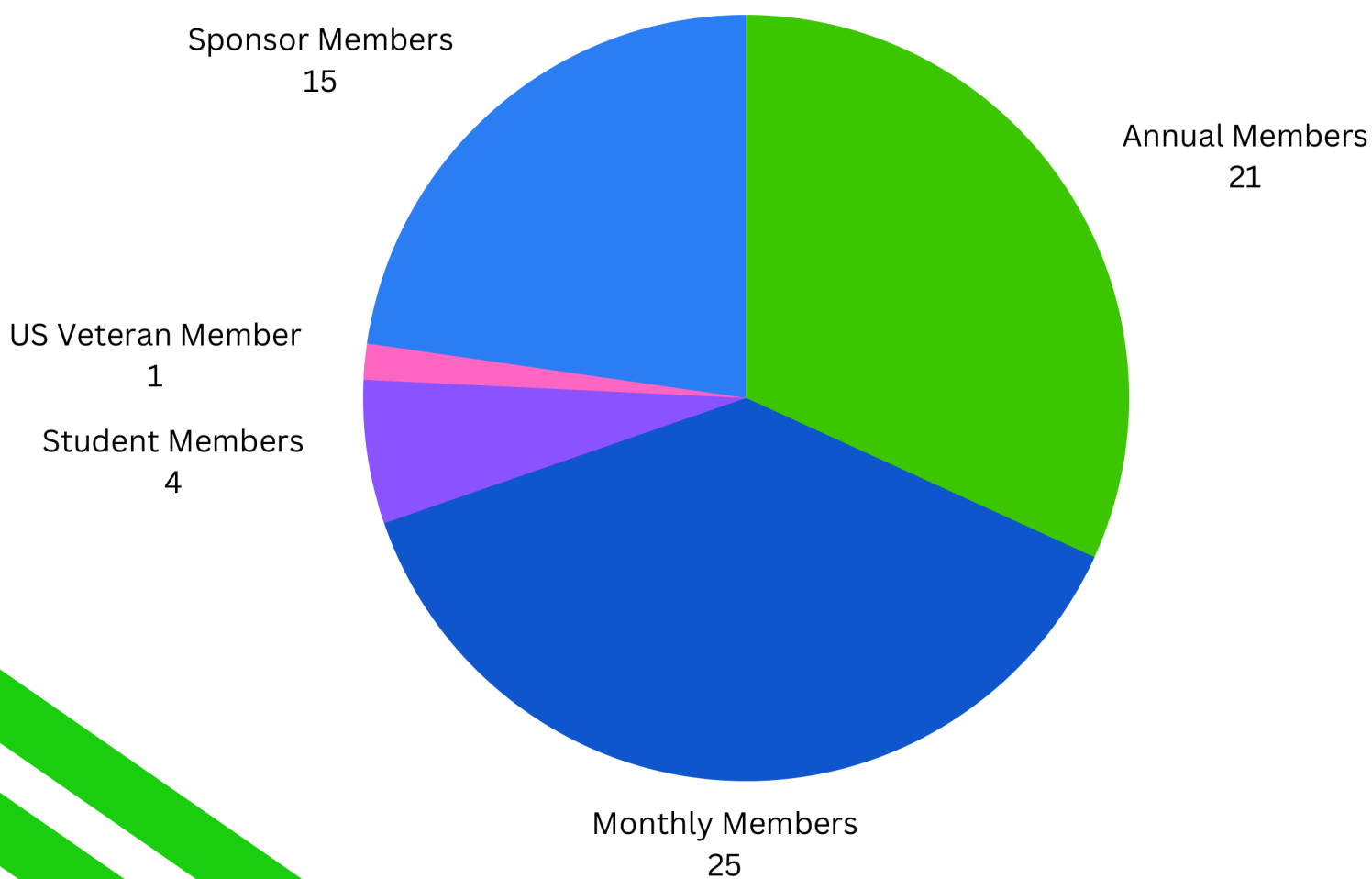


Project or Event Name	Frequency or Timing	Opportunity Types
First Fridays at Level Two	Monthly	Expert Guest / Speaker Marketing Support Honoraria
Lunch & Learn Workshops	Monthly	Expert Guest / Speaker Lunch Sponsor Marketing Support Honoraria
Westside Young Professionals Networking Group	Monthly	Guest Speaker Refreshment Sponsor Marketing Support
"Night Over the Lights" Community Tree Lighting Ceremony	Annual (November)	Event Sponsor Marketing Support Volunteer Assistance
Donuts with Santa + Sensory Santa	Annual (December)	Event Sponsor Marketing Support In-Kind : Crafts & Decor Volunteer Assistance
Student Pitch Competition	Annual	Event Sponsor Scholarship Sponsor Marketing Support In-Kind: Refreshments, Trophies Volunteer Assistance
Level Two Fundraising Event	Annual	Event Sponsor Marketing Support In-Kind : Food, Drinks, Decor Volunteer Assistance Licensed Bartender Emcee Services

MEMBER STATISTICS



MEMBERSHIPS

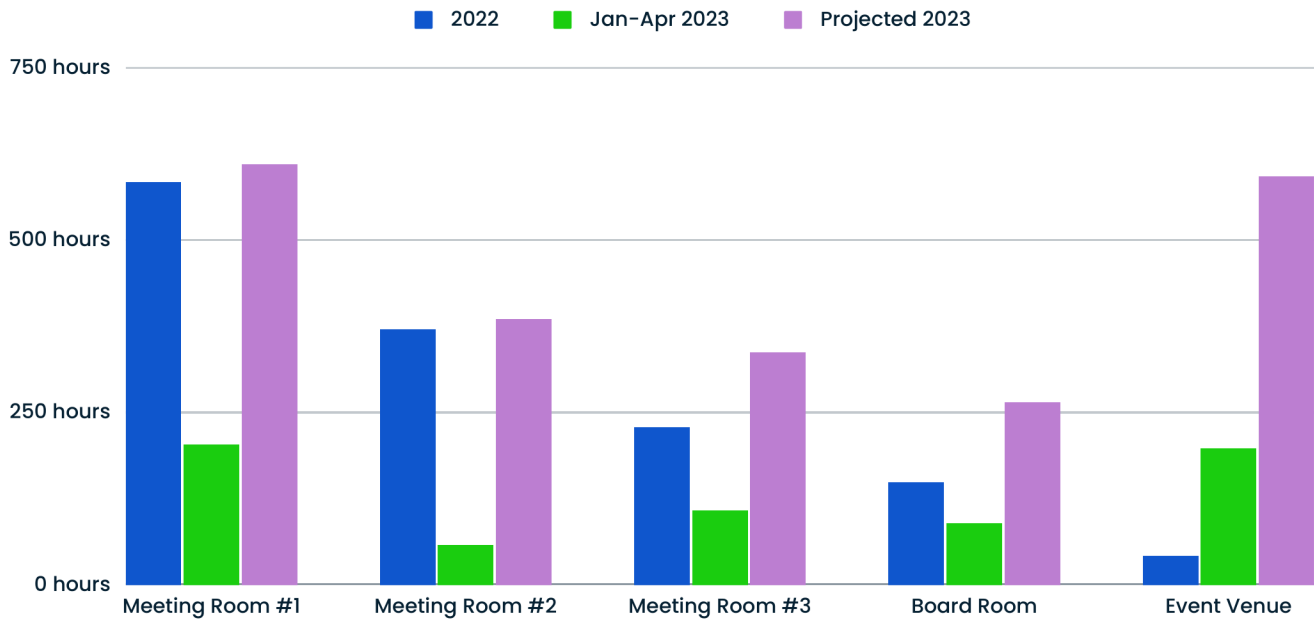


*Data as of 22 May 2023

BRANDING IMPACT DATA



BOOKINGS BY RESOURCE

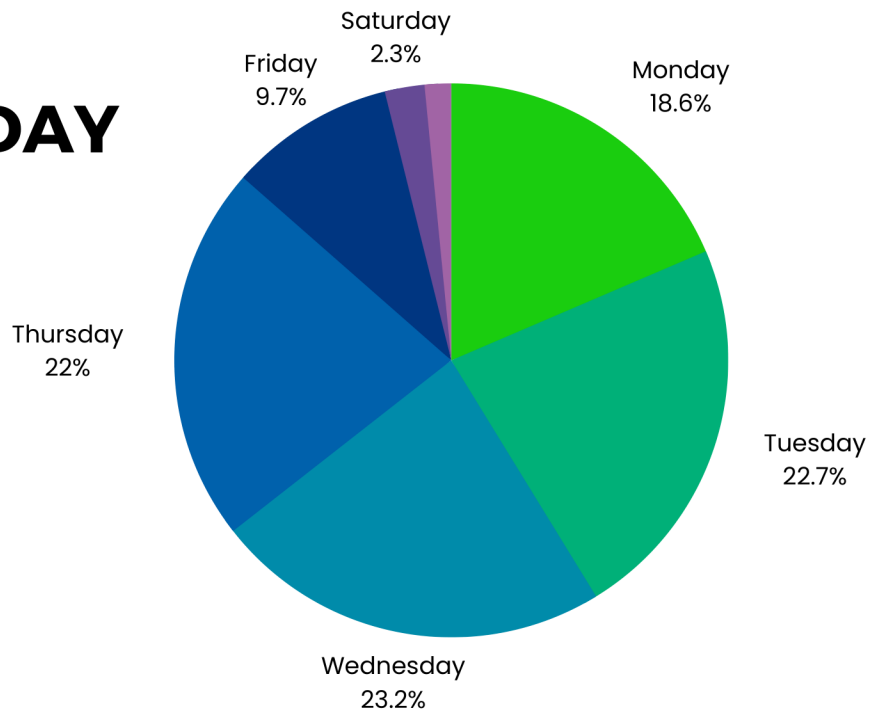


BOOKINGS BY DAY

THIS DATA DOES NOT INCLUDE SPONTANEOUS RESOURCE USE THAT IS NOT BOOKED THROUGH THE COWORKING APP.

EVENT VENUE BOOKINGS ATTRACT UP TO 100 GUESTS.

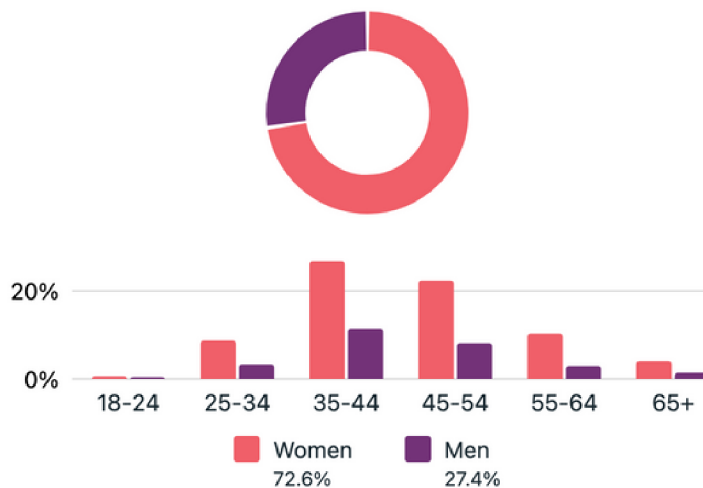
AVERAGE 10 MEMBERS ONSITE THROUGHOUT WEEKDAYS.



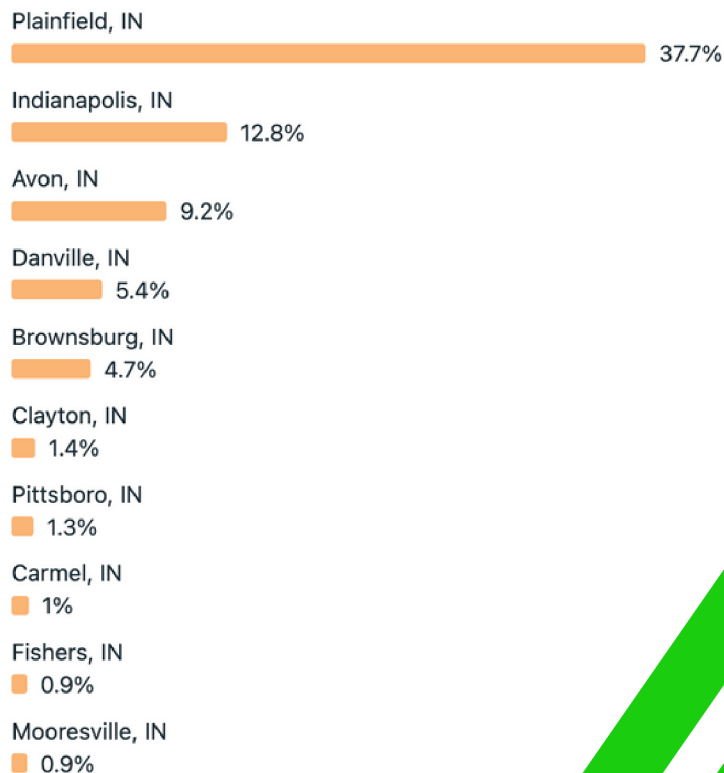
MARKETING DEMOGRAPHICS



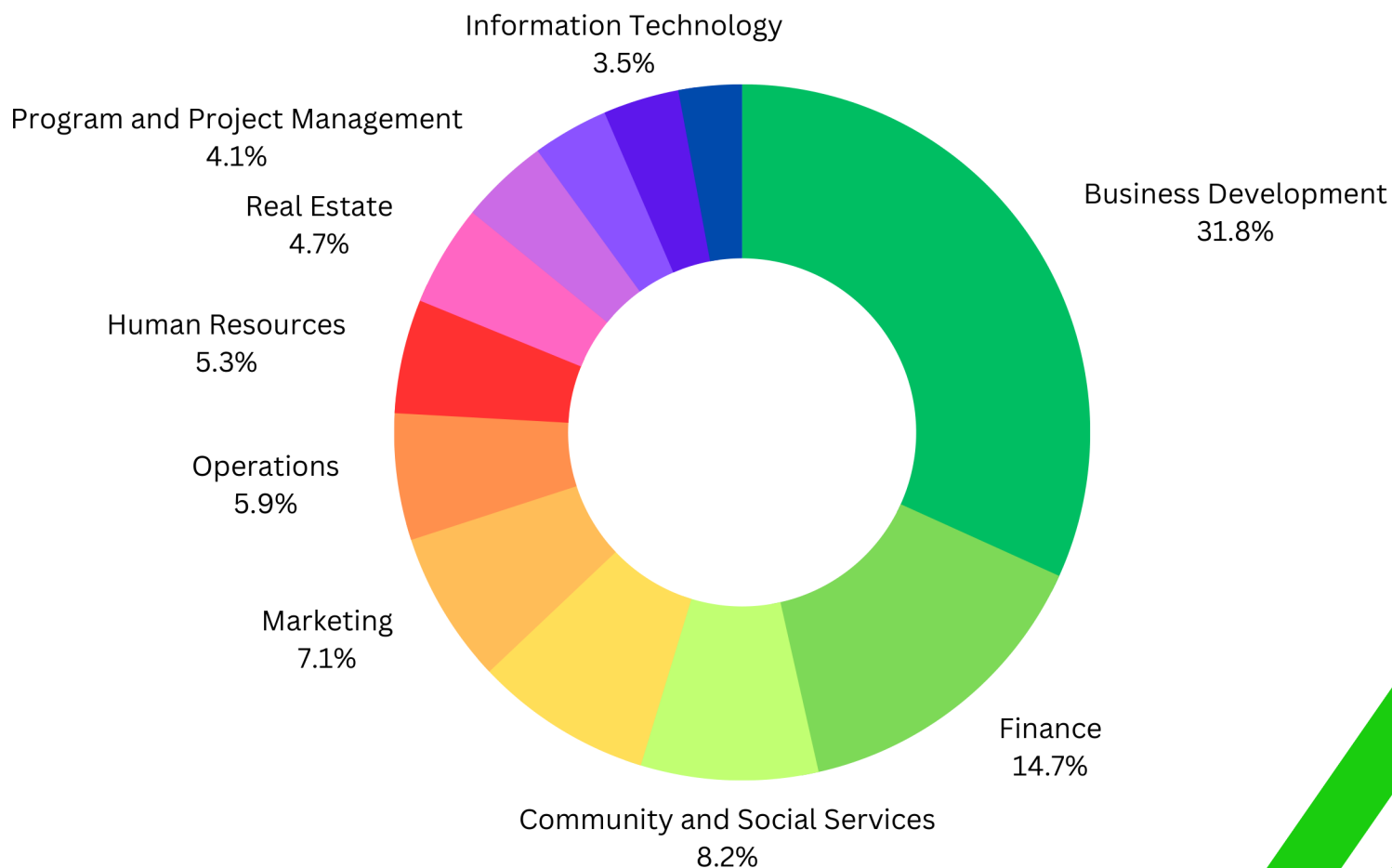
Age & gender ⓘ



Top cities



MARKETING DEMOGRAPHICS



SCHEDULE OF FEES



MEMBERSHIP OPTIONS

	PROFESSIONAL ANNUAL	PROFESSIONAL MONTHLY	VETERAN ANNUAL*	STUDENT ANNUAL*	SINGLE DAY PASS	10-PACK DAY PASS	PROFESSIONAL HOUSEHOLD ACCESS	PROFESSIONAL TEAM ACCESS
COST PER BILLING CYCLE	\$840	\$80	\$500	\$400	\$15	\$125	25% off second membership for spouse/partner**	10% off 5 or more annual transferrable memberships
BILLING FREQUENCY	annual only	monthly	annual only	annual only	one-time	one-time	annual only	annual only
ANNUAL COST	\$840	\$960	\$500	\$400	-	\$125	\$1,470	\$3,780+

*Member must provide proof of US Military Veteran status or active Student status with an accredited learning institution.

**Spouses/partners are defined as two individuals who shares a primary residence.

VENUE RENTAL FEES

	MINIMUM RENTAL FEE	MINIMUM RENTAL WINDOW	COST PER HOUR AFTER MINIMUM	DEPOSITS, ADDITIONAL FEES AND SPECIAL RATES
FULL VENUE RENTAL	\$450	3 HOURS	\$150 / HR	DEPOSIT DUE AT CONTRACT: 50% OF VENUE RENTAL FEE REFUNDABLE DAMAGE DEPOSIT: \$100 DUE WITH BALANCE MEMBER & SPONSOR DISCOUNT: 20% OFF VENUE RENTAL FEE NON-PROFIT DISCOUNT: 1 PRIVATE 3-HOUR EVENT PER YEAR 20% OFF VENUE RENTAL FEE EVENT INSURANCE: VARIES BY PROVIDER <small>*REQUIRED ONLY FOR EVENTS WITH ALCOHOL SERVICE</small>
1/2 VENUE RENTAL	\$300	3 HOURS	\$100 / HR	
GRADUATION OPEN HOUSE	\$300	4 HOURS	\$100 / HR	
PROFESSIONAL WORKSHOP	\$200	2 HOURS	\$100 / HR	

2023 BUDGET REPORT

Level Two Coworking

Budget Overview: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL
Revenue	
Donations	3,000.00
Fundraising Event Revenue	4,900.00
Grants	10,000.00
Town Grants	30,000.00
Total Grants	40,000.00
Sales	
*Day Pass Sales	780.00
*Private Room Rental Revenue	520.00
Board Room Booking - 4 hours	600.00
Total *Private Room Rental Revenue	1,120.00
*Venue Rental Revenue	14,000.00
Coworking Rates	
*Annual Coworking Membership	27,300.00
*Monthly Coworking Membership	25,920.00
Total Coworking Rates	53,220.00
Total Sales	69,120.00
Sponsorship	15,000.00
Total Revenue	\$132,020.00
GROSS PROFIT	\$132,020.00
Expenditures	
Event	250.00
Fundraising Event Expenses	600.00
Grants paid out	3,000.00
Other Expenses (For Schedule O)	
Advertising & Marketing	480.00
Bank Charges & Fees	1,800.00
Chamber Dues	500.00
Coworker Costs	
Coworker Relationship Building	200.00
Coworker Snacks	600.00
Total Coworker Costs	800.00
D & O Insurance	500.00
Information Technology	
Software	3,400.00
Website Costs	300.00
Total Information Technology	3,700.00
Office Supplies	500.00
Printing Expenses	960.00
Total Office Supplies	1,460.00
Program Expenditures	
Workshop Costs	240.00
Total Program Expenditures	240.00

2023 BUDGET REPORT

Level Two Coworking

Budget Overview: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL
Taxes & Licenses	25.00
Workers Comp Insurance	300.00
Total Other Expenses (For Schedule O)	9,805.00
Payroll Expenses	
*Wages	32,812.50
*Withholding Medicare Tax	475.78
*Withholding Social Security Tax	2,034.38
Total Payroll Expenses	35,322.66
Professional Fees and Payments to Independent Contractors	
IT Maintenance	3,000.00
Legal & Professional Services	
Payroll Provider Expense	1,300.00
Total Legal & Professional Services	1,300.00
Total Professional Fees and Payments to Independent Contractors	4,300.00
Rent & Lease	65,767.36
CAM Charge Recovery	1,200.00
HVAC Maintenance	1,600.00
Insurance	760.00
Utilities	7,600.00
Total Rent & Lease	76,927.36
Total Expenditures	\$130,205.02
NET OPERATING REVENUE	\$1,814.98
Other Expenditures	
Other Miscellaneous Expense	1,000.00
Total Other Expenditures	\$1,000.00
NET OTHER REVENUE	\$ -1,000.00
NET REVENUE	\$814.98

2022 YEAR-END REPORT

Level Two Coworking

Statement of Activity

January - December 2022

	TOTAL
Revenue	
Donations	2,672.45
Fundraising Event Revenue	164.00
Grants	20,000.00
Town Grants	30,000.00
Total Grants	50,000.00
Sales	
*Day Pass Sales	878.48
*Private Room Rental Revenue	503.93
Board Room Booking - 4 hours	271.00
Total *Private Room Rental Revenue	774.93
*Venue Rental Revenue	10,105.00
Coworking Rates	
*Annual Coworking Membership	16,115.00
*Monthly Coworking Membership	24,315.00
Student Membership - Monthly (deleted)	550.00
Total *Monthly Coworking Membership	24,865.00
Student Membership Semester (deleted)	250.00
Total Coworking Rates	41,230.00
Total Sales	52,988.41
Sponsorship	5,590.92
Event Sponsorship	3,000.00
Total Sponsorship	8,590.92
Unapplied Cash Payment Income	0.00
Total Revenue	\$114,415.78
GROSS PROFIT	\$114,415.78
Expenditures	
Event	235.86
Grants paid out	3,000.00
Other Expenses (For Schedule O)	
Advertising & Marketing	407.85
Bank Charges & Fees	1,610.35
Chamber Dues	520.00
Coworker Costs	
Coworker Relationship Building	195.80
Coworker Snacks	1,277.42
Total Coworker Costs	1,473.22
D & O Insurance	498.00

2022 YEAR-END REPORT

Level Two Coworking

Statement of Activity

January - December 2022

	TOTAL
Information Technology	
Domain Renewal	24.00
Software	3,536.76
Website Costs	182.23
Total Information Technology	3,742.99
Office Furniture and Equipment	100.23
Office Supplies	745.43
Printing Expenses	1,212.98
Total Office Supplies	1,958.41
Program Expenditures	
Workshop Costs	29.96
Total Program Expenditures	29.96
Taxes & Licenses	10.30
Workers Comp Insurance	383.00
Total Other Expenses (For Schedule O)	10,734.31
Payroll Expenses	
*Wages	24,862.50
*Withholding Medicare Tax	360.51
*Withholding Social Security Tax	1,541.48
Total Payroll Expenses	26,764.49
Phone (deleted)	247.50
Professional Fees and Payments to Independent Contractors	
IT Maintenance	3,000.00
Legal & Professional Services	
Payroll Provider Expense	1,246.00
Total Legal & Professional Services	1,246.00
Total Professional Fees and Payments to Independent Contractors	4,246.00
Rent & Lease	58,308.32
HVAC Maintenance	685.00
Insurance	778.44
Utilities	7,570.28
Total Rent & Lease	67,342.04
Total Expenditures	\$112,570.20
NET OPERATING REVENUE	\$1,845.58

LEVEL TWO SPONSORS



Sponsor	Donation Amount	Sponsor Level
Town of Plainfield	\$30,000	Legacy Sponsor
Anderson Family Foundation	\$15,000	Platinum Sponsor
The Stone Table	\$5,000	Platinum Sponsor
Hope Public Adjusters	\$3,500	Silver Sponsor
Ice Miller LLP	\$2,000	Bronze Sponsor
State Bank	\$2,000	Bronze Sponsor
Sunrift Capital Partners	\$2,000	Bronze Sponsor
Rozzi and Associates	\$1,500	Level Up Sponsor
Kinnamon Financial	In-Kind	Startup Sponsor
JAM Printing & Promotions	In-Kind	Startup Sponsor
Central Carpet Cleaning	In-Kind	Startup Sponsor
Plainfield Chamber	In-Kind	Community Patron
Bigby Coffee	In-Kind	Community Patron
Jack's Donuts	In-Kind	Community Patron

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 22 2019**

LEVEL TWO INC
2498 PERRY CROSSING WAY STE 240
PLAINFIELD, IN 46168

Employer Identification Number:
82-3772048
DLN:
17053275327028
Contact Person:
LISA A RONAN ID# 17305
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 19, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

LEVEL TWO INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. LEVEL TWO INC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 2498 Perry Crossing Way, Suite 240	Requester's name and address (optional)
	6 City, state, and ZIP code Plainfield, IN 46168	
	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									
8	2	-	3	7	7	2	0	4	8

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ▶ *Danielle Bell*

Date ▶ 06 JULY 2023

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.*



level two
AT PERRY CROSSING
Plainfield

THANK YOU FOR YOUR SUPPORT

CONTACT US

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