

El Paso Independent School District

Vendor Information Form

Purchasing Department

Email Address: purchasing@episd.org

ADDRESS INFORMATION

REMIT TO ADDRESS:

Company Name: _____ Company Name: _____

Address: _____ Attention: _____

City: _____ Address: _____

State: _____ Zip: _____ City: _____

Email Address: _____ Email Address: _____

Telephone: (____) _____ State: _____ Zip: _____

Fax: (____) _____ Telephone: (____) _____

Age of Business: _____ Background _____

Type of Business: Individual _____ Partnership _____ Corporation _____

Fundraiser: _____ Items: _____

Number of Employees _____ Number of Locations _____

Financial Rating _____

Name of Bank _____

Do you pay State Taxes? Yes _____ No _____ City Taxes? Yes _____ No _____

El Paso School Taxes? Yes _____ No _____ Federal ID#
(Not State, Sales &
Use Tax Permit) _____

Service: Do you stock items you sell? _____

Delivery - Self Operated _____ Commercial _____

Terms of payment on regular orders (other than bid or quotation) _____

References: Specify if an Educational Institution. _____

NAME

ADDRESS

1. _____

2. _____

3. _____

Requested by: _____

Approved By: _____ Date: _____

*Please fax or mail to:
4900 Woodrow Bean, El Paso, Texas 79924
Phone: (915) 759-2707 Fax: (915) 759-2701*

AUDIO VISUAL**General**

| | | |
|-------|----------|--|
| _____ | 03-01-01 | Audio Visual Equipment/Electronics/Lamps |
| _____ | 03-01-02 | Radio, TV Materials |
| _____ | 03-01-03 | LCD Projection Panels |
| _____ | 03-01-04 | 2-Way Radio |
| _____ | 03-01-05 | Audio Systems & Recorders |

COSMETOLOGY**General**

| | | |
|-------|----------|------------------------------------|
| _____ | 04-01-01 | Supplies/Furniture/Shampoo Machine |
|-------|----------|------------------------------------|

General**TECHNOLOGY**

| | | |
|-------|----------|----------------------|
| _____ | 05-01-01 | Checks/Envelopes |
| _____ | 05-01-02 | Computer Hardware |
| _____ | 05-01-03 | Computer Software |
| _____ | 05-01-04 | Computer Maintenance |
| _____ | 05-01-05 | Laser/Scanners |
| _____ | 05-01-06 | Imaging |
| _____ | 05-01-07 | Telecommunications |

OPERATIONAL SERVICES**General**

| | | |
|-------|----------|---|
| _____ | 06-01-01 | Furniture |
| _____ | 06-01-02 | Compressors, Refrigerator Replacement Parts |
| _____ | 06-01-03 | Annual Maintenance Supplies |
| _____ | 06-01-06 | Bilingual Books/Materials |

HOMEMAKING**General**

| | | |
|-------|----------|-------------------------|
| _____ | 07-01-01 | Appliances |
| _____ | 07-01-02 | Sewing Machines/Repairs |

CURRICULUM**All Levels - General**

| | | |
|-------|----------|--|
| _____ | 08-01-01 | Ed Childhood/Playground Equipment |
| _____ | 08-01-02 | Elementary Instruction |
| _____ | 08-01-03 | High School Instruction |
| _____ | 08-01-04 | Math: Calculators/Manipulatives |
| _____ | 08-01-05 | Curriculum - Dictionaries |
| _____ | 08-01-06 | Bilingual Ed. Books/Materials |
| _____ | 08-01-07 | Special Education Materials |
| _____ | 08-01-08 | Miscellaneous Instructional Materials/Training |
| _____ | 08-01-09 | Assessment Materials/TAKS |

LIBRARY**General**

| | | |
|-------|----------|---------------------------------|
| _____ | 09-01-01 | Book Security System |
| _____ | 09-01-02 | Encyclopedias Books/Periodicals |
| _____ | 09-01-03 | Furniture/Shelving |
| _____ | 09-01-04 | Warehouse Misc. Supplies |
| _____ | 09-01-05 | Videos, Videodiscs, CD-ROMS |

LUNCHROOM

10-01-01
10-01-02

LR Services

Linen Supply
Cold Storage

LR Equipment

10-02-01
10-02-02
10-02-03
10-02-04
10-02-05
10-02-06

Large Equipment
Ice Machines
Kitchen Utensils
Flatware
Cash Registers
Compressors Refrigerator & Freezer Replacement Parts

Food

10-03-01
10-03-02
10-03-03
10-03-04
10-03-05
10-03-06
10-03-07

Bakery Products
Cereals/Breakfast
Purchases-Food
Dairy Products/Juice
Snack Bar Supplies
Tortillas
Frozen Chicken

Misc.

10-04-01
10-04-02
10-04-03
10-04-04

Food Service Paper
Dishwasher Detergent/Cleansers
Uniforms
Miscellaneous Food Service Items

MACHINES

11-01-01
11-01-02
11-01-03
11-01-04
11-01-06
11-01-07
11-01-08
11-01-09

General

Copiers
Dictation/Cassette Transcriber
Duplicator/Ditto/Mimeo
Printers, Laser & Materials
Typewriters
Video Equipment
Calculators
Facsimiles

MAINTENANCE

12-01-01
12-01-02
12-01-03
12-01-04
12-01-05
12-01-06
12-01-07
12-01-08
12-01-09
12-01-10
12-01-11
12-01-12
12-01-13

Auto

Vehicles: Police/Vans/Trucks
Parts/Equipment/Anti-Freeze
Gasoline
Propane Fuel
Brakes/Suspension/Chassis
Body Parts/Supplies
Batteries/Electrical Parts
Engines/Transmissions/Clutches
Tractor/Miscellaneous Parts
Rebuild/Machine Shop
Small Engine/Miscellaneous Parts
Belt/Filters/Miscellaneous
Towing/Roadside Service

| | | |
|-------|----------|-----------------------------|
| _____ | 12-01-14 | Lubricants/Oil |
| _____ | 12-01-15 | Tires/Wheels |
| _____ | 12-01-16 | Diagnostic Equip/Tools |
| _____ | 12-01-17 | Auto Part Accessories |
| _____ | 12-01-18 | Buses/Accessories/Services. |
| _____ | 12-01-19 | Anti-Freeze |
| _____ | 12-01-20 | Transmissions/Rebuild |
| _____ | 12-01-21 | Heavy Truck Parts |

Custodial

| | | |
|-------|----------|--------------------------------|
| _____ | 12-02-01 | Floor Machines/Vacuum Cleaners |
| _____ | 12-02-02 | Dispensers |
| _____ | 12-02-03 | Dumpster Collection |
| _____ | 12-02-04 | Sanitary Napkins |
| _____ | 12-02-05 | Toilet Tissue/Paper Towels |
| _____ | 12-02-06 | Cleaning Supplies |
| _____ | 12-02-07 | Floor Care Products |

Supplies

| | | |
|-------|----------|----------------------------|
| _____ | 12-03-01 | Hardware Supplies |
| _____ | 12-03-02 | Electrical Supplies/Motors |
| _____ | 12-03-03 | Lamps-Fluorescent/Parts |
| _____ | 12-03-04 | Plumbing Tools/Materials |
| _____ | 12-03-05 | Building Products |
| _____ | 12-03-06 | Metal Materials |
| _____ | 12-03-07 | Power Tools/Hand Tools |
| _____ | 12-03-08 | Concrete |
| _____ | 12-03-09 | Motor Repair & Service |
| _____ | 12-03-10 | Bleacher/Boards/Millwork |
| _____ | 12-03-11 | Ceiling Tile |
| _____ | 12-03-12 | Hollow Metal Doors |
| _____ | 12-03-13 | Hardwood Products |
| _____ | 12-03-14 | Nuts/Bolts/Screws |
| _____ | 12-03-15 | Roofing Materials |
| _____ | 12-03-16 | Toilet Partitions |

Grounds/Buildings

| | | |
|-------|----------|-------------------------------------|
| _____ | 12-04-01 | Air Compressors |
| _____ | 12-04-02 | Fence Materials |
| _____ | 12-04-03 | Fire Extinguishers |
| _____ | 12-04-04 | Glass, Windows & Plastics |
| _____ | 12-04-05 | Locks & Padlocks |
| _____ | 12-04-06 | Wall Lockers |
| _____ | 12-04-07 | Lumber |
| _____ | 12-04-08 | Paint/Shellac/Turpentine |
| _____ | 12-04-09 | Security/Safety/Emergency Equipment |
| _____ | 12-04-10 | Vaults |
| _____ | 12-04-11 | Chemicals |
| _____ | 12-04-12 | Landscaping & Sprinklers |
| _____ | 12-04-13 | Miscellaneous |
| _____ | 12-04-14 | Rentals |
| _____ | 12-04-15 | Ceramic/Vinyl Tile/Supplies |
| _____ | 12-04-16 | Storage Buildings |
| _____ | 12-04-17 | Welding Equipment/Supplies |
| _____ | 12-04-18 | Roofing Materials/Miscellaneous |

Heating/Air Conditioning

| | | |
|-------|----------|------------------------------------|
| _____ | 12-05-01 | Air Conditioner Equipment/Supplies |
| _____ | 12-05-02 | Boilers, Expansion Tanks & Pumps |
| _____ | 12-05-03 | Cooler Pads & Media |
| _____ | 12-05-04 | Evaporated Coolers/Accessories |
| _____ | 12-05-05 | Pumps & Motors |
| _____ | 12-05-06 | Storage Tanks & Accessories |

Misc.

| | | |
|-------|----------|-----------------------------|
| _____ | 12-06-01 | Kitchen Exhaust Ventilation |
| _____ | 12-06-02 | Water Treatment Maintenance |
| _____ | 12-06-03 | Elevator Maintenance |
| _____ | 12-06-04 | Kitchen Equipment |
| _____ | 12-06-05 | Ice Machines |
| _____ | 12-06-06 | Washer/Dryer Laundry |
| _____ | 12-06-07 | Catalog Vendor List |
| _____ | 12-06-08 | Topsoil |
| _____ | 12-06-09 | Gravel |
| _____ | 12-06-10 | Rental Equipment |

MUSIC

General

| | | |
|-------|----------|-----------------------------|
| _____ | 13-01-01 | Choir Risers |
| _____ | 13-01-02 | Instruments: Band/Orchestra |
| _____ | 13-01-03 | Band Uniforms/Vocal Music |

PRINT SHOP

General

| | | |
|-------|----------|-------------------------------|
| _____ | 14-01-01 | Paper-Carbonless/Index/Offset |
| _____ | 14-01-02 | Equipment-Binding/Plates/Etc. |
| _____ | 14-01-03 | Laminating Press & Film |

SOCIAL STUDIES

General

| | | |
|-------|----------|-------------|
| _____ | 15-01-01 | Maps/Globes |
|-------|----------|-------------|

SCIENCE

General

| | | |
|-------|----------|----------------------------|
| _____ | 16-01-01 | Warehouse Science Supplies |
| _____ | 16-01-02 | Microscopes |
| _____ | 16-01-03 | Lab Balances |

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

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. | Name | |
| | Business name, if different from above | |
| | Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | City, state, and ZIP code | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** 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 2.

| | | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|--|
| Social security number | | | | | | | | |
| | | | | | | | | |
| or | | | | | | | | |
| Employer identification number | | | | | | | | |
| | | | | | | | | |

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

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. person (including a U.S. resident alien).

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 2.)

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

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If 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.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments **after** December 31, 2001 (29% **after** December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, 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, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
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 the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

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

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. 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 the "Business name" line.

Exempt from backup withholding. If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

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 an LLC that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page 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 Social Security Administration office. Get **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 get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, 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: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic 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, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** above.

Signature requirements. Complete the certification as indicated in 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 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 or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN or: |
|---|---|
| 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) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 5. Sole proprietorship | The owner ³ |
| For this type of account: | Give name and EIN or: |
| 6. Sole proprietorship | The owner ³ |
| 7. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 8. Corporate | The corporation |
| 9. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 10. Partnership | The partnership |
| 11. A broker or registered nominee | The broker or nominee |
| 12. 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 |

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, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal 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.)

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.

