



Lumpkin County Animal Shelter

Eddy Harris, Manager

As you may recall last year, Lumpkin County Animal Shelter was awarded \$7,500.00 dollars from The Georgia Department of Agriculture. The purpose of these funds was to provide financial assistance to the citizens of Lumpkin County to help ease the costly burden of having their dog or cat sterilized. Under the constraints of these grant funds, rescue groups and other shelters are not considered eligible for these funds.

These funds were used in four different programs that the shelter offers to the public which are intended to assist individual private pet owners. Why do we have these programs? Far too many animals (dogs & cats) are entering our shelter. By offering these programs, we have made a significant reduction in the number of animals (dogs & cats) entering the Lumpkin County Animal Shelter.

At this time we would like to reapply for upcoming grant funds from The Georgia Department of Agriculture. Once again these funds will be used to offset the cost to the public for having their animals sterilized. There will be no impact to the County's operating budget as there is no matching requirement associated with this grant program.

Thank you for your consideration of this request.

**GEORGIA DEPARTMENT OF AGRICULTURE
DOG AND CAT STERILIZATION GRANT PROGRAM APPLICATION 2016**

I. Applicant Information

Name of Applicant Agency: Lumpkin County Animal Shelter

Grant Project Coordinator: Eddy Harris, Animal Shelter Manger

Business Address: 99 Courthouse Hill – Suite H

City, State, Zip: Dahlonega, Georgia 30533

County: Lumpkin

Phone: (706) 867-7297 Cell Number: (706) 974-1024

Mailing Address: 99 Courthouse Hill – Suite D

City, State, Zip: Dahlonega, Georgia 30533

County: Lumpkin

Fax: (706) 482-2201

Email Address: mark.french@lumpkincounty.gov

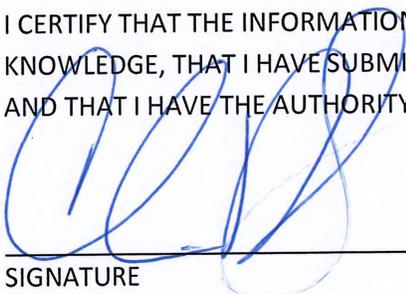
GDA License No.: 33-3379629

Local Business License No./City/County: N/A

Federal Tax ID.: 58-6000857

State Tax ID. : GA6100304HQ

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, THAT I HAVE SUBMITTED THIS APPLICATION ON BEHALF OF THE APPLICANT ORGANIZATION AND THAT I HAVE THE AUTHORITY TO ACT ON BEHALF OF APPLICANT.



SIGNATURE

Chris Dockery

PRINTED NAME

Chairman, Lumpkin County Board of Commissioners
TITLE

11 October 2016
DATE

II. Organization Information

Executive Officer Name/Title: Chris Dockery, Chairman

Mailing Address: 99 Courthouse Hill – Suite H

City/State/Zip: Dahlonega, Georgia 30533

Fiscal Contact/Title: Mark French, Budget & Grant Analyst

Mailing Address: 99 Courthouse Hill – Suite D

City/State/Zip: Dahlonega, Georgia 30533

***The Animal Shelter, Veterinary Association or non-profit Animal Rescue Organization must reside in Georgia in order to be eligible for the Dog and Cat Sterilization Grant Program.**

List current Board of Directors:

Name	Title	Years of Service on Board

Number of Paid Employees: 4 Number of Full Time Employees: 4

Number of Part Time Employees: 0 Number of Volunteers: 5

Est. Total Volunteer Hours per Week: 50 Number of Foster Homes: 10

Has the above organization been found in violation of the Georgia Animal Protection Act, O.C.G.A. §4-11-1, et seq., Departmental Rules, or been charged with animal cruelty pursuant to O.G.G.A. § 16-12-4?
 Yes No

If "yes," please explain. N/A

III. Financial Information

A. Nonprofit Rescues

- i. Nonprofit rescues must provide proof of their 501(c)(3) status issued by the Internal Revenue Service at the time of filing. Please do not send a copy of a tax return or a copy of incorporation by the Georgia Secretary of State to fulfill this requirement.
- ii. Nonprofit rescues must also provide proof of incorporation by the Georgia Secretary of State.

B. Animal Shelters

- i. Effective July 1, 1999, every county and city within that county is required to adopt a Service Delivery Strategy. This strategy is an implementation plan among cities and counties to provide local government services and resolve land use conflicts within the county. These strategies are submitted to the Georgia Department of Community Affairs for approval and the DCA is in charge of monitoring compliance. Because of this law, no state-administered financial assistance can be awarded to a local municipality that is not in compliance. This requirement applies to all Georgia county governments, city governments, and authorities.

C. Veterinary Associations

- i. Veterinary Associations must provide proof of their 501 (c)(3) status issued by the Internal Revenue Service at the time of filing. Please do not send a copy of a tax return or a copy of incorporation by the Georgia Secretary of State to fulfill this requirement.
- ii. Veterinary Associations must also provide proof of incorporation by the Georgia Secretary of State.

IV. Organization Services

Check all the following Services Provided:

<input checked="" type="checkbox"/> Unlimited Intake Shelter	<input type="checkbox"/> Limited Intake Shelter	<input checked="" type="checkbox"/> Foster Homes
<input checked="" type="checkbox"/> Animal Control	<input checked="" type="checkbox"/> Spay/Neuter Services	<input checked="" type="checkbox"/> Adoption

Average Number of:

<u>833</u> Intake Animals per Year	<u>296</u> Adoptions per Year
<u>170</u> Animals Spayed per Year	<u>126</u> Animals Neutered per Year

Briefly describe your animal programs:

The Lumpkin County Animal Shelter offers open intake to Lumpkin County residents only and this service is available for strays and owner surrender animals. At present, Lumpkin County's Animal Control Unit operates under the direction of the Sheriff. However, effective January 1, 2017, the Animal Shelter will assume the operations of the Animal Control Unit. The Shelter's adoption program, consists of seized or stray animals from Animal Control, strays and owner surrender animals from the public. This service is offered in the county as well as out of the county, and out of state. The Shelter also has a microchipping program that is open to all pet owners. All animals being adopted are required to be spayed or neutered before going home with their new owner. In addition to these services, the Shelter also offers low cost or free spaying or neutering services to the public through a partnership with other rescue groups (Atlanta Spay & Neuter mobile bus) or veterinary clinics.

If your program offers adoptions, are animals sterilized before adoption? X Yes No

If not all, what percentage of animals is not sterilized before adoption? N/A

If not all, how are animals selected for sterilization before adoption? N/A

Briefly describe your sterilization policies and procedures for assuring sterilization after adoption.

As of 2011, the Shelter amended its adoption policy, to state all adoptions or animals being returned to their owners are required to be carried to our contracted veterinary clinic to be spayed or neutered before going home with its owner. The only exception is, if an owner insists upon utilizing the services of their own veterinarian. As a condition of this exemption, Shelter staff must contact the desired veterinarian clinic to schedule the appointment. Once the appointment has been scheduled, a voucher will be issued to the desired veterinary clinic to cover a predetermined amount for the services being provided. As part of the adoption process, the owner is required to initial a contract stating the adopted animal must be spayed or neutered within thirty days of its adoption.

V. Grant Proposal Information

Amount of Grant Funding Request: \$ \$11,790.00

Please describe your goals and work plan for using the grant funding requested.

Far too many animals (dogs & cats) are entering shelters across the country, and the shelters are not able to find enough homes for these animals. By offering these programs, our goal is to make a significant reduction in the number of animals (dogs & cats) entering into the Lumpkin County Animal Shelter.

Program One: In place now

We have partnered with the Atlanta Humane Society's SUV (Surgical Utility Vehicle) program. This program enables the Atlanta Humane Society to assist in the fight against pet overpopulation in Lumpkin County by travelling outside of the metro Atlanta area to perform low-cost spaying and neutering surgeries to the residents of our county.

The Atlanta Humane Society's SUV will make four (4) visits to our county annually. Each trip the SUV will be on site for two (2) days. Our plan is to offer spaying and neutering services at no cost. The SUV will offer rabies shots to program participants at a cost of \$10.00. In addition to these services, the Shelter will offer free micro chipping of pets.

Program Two: In place now

The Lumpkin County Animal Shelter has also partnered with other veterinarians and Friends of Lumpkin County Shelter Animals in order to present a special program. FREE Female SPAY services for Pit Bulls and Pit Bull mix type dogs. This service includes vaccinations, worming, rabies shots, and micro chipping, if desired.

Program Three: Free Spayed and Neutered (if grant funds are awarded)

If awarded, Department of Agriculture grant funds will enable the Shelter to continue its two existing programs and target others areas of need in the county.

1. The Atlanta Humane Society SUV program has a limit of two dogs over sixty-five (65) pounds per day. As a result of this limitation, the Shelter will only be able to provide sterilization of four (4) dogs with the weight of sixty-five (65) pounds or more per visit.

2. Our partnership with area veterinarians, is restricted to female pit bulls & pit bull mixes only.

First: Being able to use our local veterinarians with grant funds from the Department of Agriculture to continue and expand these two programs. This goal will be accomplished by removing the restrictions on large animals and females only thus ensuring residents of our county will have an avenue for sterilizing their animals. If funded, grant funds will enable the Shelter through its various partnerships to offer animal spaying or neutering services at no cost to the residents of the county.

Second: The Shelter has a high rate of euthanizing cats and dogs that are sick or diseased. Most of these animals are not abandoned, strays, or even considered feral cats or dogs. Instead, they come from farms or within subdivisions in our county and are consider neighborhood animals. Our goal is to help the

County's residents control the population of these colonies or packs of animals. If grant funds are awarded for spaying or neutering only, Friends of the Lumpkin County Shelter Animals has agreed to pay for rabies shots for these animals. The Shelter will administer the shots, worming and microchipping at no cost to the grant funds. Being able to offer these services at no cost to the citizens will ensure someone is assuming ownership of these animals.

Third: There are a lot of kittens and puppies being given away in area parking lots (i.e. - Wal-Mart, grocery stores, etc.). These animals are not altered and have not received any veterinary care. Once they become of age to reproduce, their offspring are brought the Shelter because the owner cannot care for them. As a result, the Shelter has become overcrowded with those that are of age to be adopted. Unfortunately, the Shelter may be forced to euthanize those sick or too young for adoption due to the lack of space.

Fourth: The local 4H club offers two rabies clinics a year. It is the intention of the Shelter to educate and target these reasonable pet owners that have never had their companion animal spayed or neutered.

Please note these programs are intended to assist individual private pet owners. Under the constraints of donations given to the shelter and grant funds received, rescue groups and other shelters are not considered for these programs.

Approximately, how many sterilization procedures do you hope to perform with the requested funding?

90 _____ Dog Spay 90 _____ Dog Neuter

41 _____ Cat Spay 41 _____ Cat Neuter

If you currently have a program for sterilization of cats and/or dogs, describe your current level of funding, level of productivity, and why you need additional funding.

At this time, all sterilizations of the shelter animals are based upon if the animal is adopted and the cost of the spaying or neutering service is covered by the adoption fee. In FY-2015, the shelter adopted 319 animals and the associated sterilization costs were approximately \$14,355.00 dollars.

According to the most recent US Census data, Lumpkin County's estimated population as of FY-2014 was 31,176 residents. The County's number of housing units was estimated to be 12,878 and the median household income was estimated to be between \$43,775 and \$49,179. Based upon the available census data for FY-2006, the average number of owned pets per household was 1.7 dogs and 2.2 cats. The 39.8% of households with a median household income own a dog and 34.1% own a cat. Based upon these statistics, Lumpkin County has an estimated pet population of 18,385. Any funds awarded will be used to target the spaying or neutering of these 18,385 non-shelter animals that have not been altered.

Based upon the most recent census data available, the percentage of Lumpkin County households below the poverty level was 18.1%.

Give additional background information on your organization's programs as they relate to this application. Show that you have the ability to carry out this program.

	County Shelter	Atlanta S/N Bus	Special Programs Friends
FY 2014	404	240	22
FY 2015	319	240	20
FY 2016	<u>375</u>	<u>240</u>	<u>16</u>
Totals	1,098	720	58

What other similar resources are available in your area? In what way are these resources currently insufficient?

Information provided by other rescue groups in the Lumpkin County show there have been 1,579 animals spayed or neutered over the past three years. These efforts have enabled 3,455 animals to be spayed or neutered in our county and as a result, the number of animals coming into the shelter has been reduced.

Information Provide:

	PAWS	TLC
FY2014		248
FY2015		264
FY2016		<u>325</u>
Totals	804	775

Reduction %:

1. Animal Control 25 %
2. Strays Dogs 50%
3. Stray Cats 40%

The partnerships which have been formed between the Shelter and the various rescue groups has led to a total reduction of animals being euthanized in the Shelter by 40%.

Even with all the hard work and dedication of these two 501 (c) non-profit groups, there are limitations to what can be accomplished. One is not a licensed Georgia rescue organization and the other can only take in owner surrendered animals. Being the small community that we are, resources are limited and lack of available funding is the only short coming of these two groups.

VI. Veterinary Services.

- * All Applicants must attach a letter of collaboration from all veterinarians who will provide the spay/neuter services. The letter should include a statement describing the fee schedule to be followed or pay arrangement and whether the veterinarian(s) are on your staff, on contract, in a spay/neuter clinic, or in private practice. Please list all participating veterinarians.

Veterinarian(s) performing sterilization procedures:

Name: Emily Joyce Wallin

Clinic/Practice Name: Chestatee Animal Hospital (VCA)

Address: 16 Wesbtbrook Road

City/State/Zip: Dahlonega, Georgia 30533

County: Lumpkin Telephone: (706) 864-1005

Georgia License No. Vet 008776 National Accreditation No. 061230

Name: Emily Joyce Wallin

Clinic/Practice Name: Dahlonega Veterinary Hospital (VCA)

Address: 1284 Dawsonville Hwy

City/State/Zip: Dahlonega, Georgia 30533

County: Lumpkin Telephone: (706) 864-7191

Georgia License No Vet 008776 National Accreditation No. 061230

Name: _____

Clinic/Practice Name: _____

Address: _____

City/State/Zip: _____

County: _____ Telephone: _____

Georgia License No. _____ National Accreditation No. _____

Is the veterinarian(s) performing the sterilization procedure currently licensed and accredited to practice veterinary medicine in the State of Georgia? X___Yes ___No

- * Veterinarians used to perform the sterilization procedure under the Dog and Cat Sterilization Grant Program must be licensed by the Georgia Secretary of State and accredited by the Georgia Department of Agriculture and United States Department of Agriculture (USDA). All veterinarians must perform the sterilization procedure using acceptable standards of care.

What is the fee range or other agreement paid for spay and neuter services?

	Total Amount Paid Using Grant Funds
Range for Male Cat	\$ 1,845.00
Range for Female Cat	\$1,845.00
Range for Female Dog	\$4,050.00
Range for Male Dog	\$4,050.00

- * Grant funds shall be used for sterilization surgeries only and shall not be used for capital or administrative expenses or for procedures not directly related to sterilization surgery, such as promotions, vaccinations, testing, licensing, food, medicine, and/or other medical procedures.

If no fee arrangement has been agreed to, what is your agreement with the collaborating veterinarian(s)?

N/A

Signature and Attestation

By signing below Applicant attests to the following:

- (1) Applicant ATTESTS that the information provided in the grant application is true and correct.
- (2) Applicant ATTESTS that it possesses the legal authority to apply for this grant. Applicant further ATTESTS that the individual filing the application has the authority to do so.
- (3) Applicant ATTESTS that it resides and operates in Georgia and will use the grant funds for Georgia animals.


Signature

11 Oct 2016
Date

Chris Dockery
Printed Name

Chairman, Lumpkin County Board of Commissioners
Title

Sworn to me on this 11th day of Oct, 2015. 2016

Kathleen C Walker
Notary Public

My Commission expires: 11 Mar 2018

Affix Seal here:



* NOTE: Incomplete Applications will not be considered. There is not a notification or appeals process for applications that are not accepted due to incomplete or missing documentation. All applications received are final. Applications must be postmarked prior to the receipt deadline; applications postmarked prior to the deadline will no longer be accepted if received by the Department Five (5) working days past the established deadline

**GEORGIA DEPARTMENT OF AGRICULTURE
DOG AND CAT STERILIZATION GRANT PROGRAM APPLICATION 2016**

CHECKLIST OF ATTACHMENTS AND REQUIRED DOCUMENTATION

Non-profit Animal Rescue/Veterinary Association	Licensed Animal Shelter
Completed Grant Application	Completed Grant Application
Veterinarian Collaboration Letter	Veterinarian Collaboration Letter
Current Animal Shelter License – IF applicable	Current Animal Shelter License
IRS 501 (c) (3) Determination Letter	Service Delivery Compliance Certification Form
Proof of Incorporation from the Georgia Secretary of State	



Lumpkin County, Georgia

Finance Department

October 10, 2016

Georgia Department of Agriculture
19 Martin Luther King, Jr. Drive, SW
Atlanta, GA 30334

Re: Lumpkin County
2016 Dog & Cat Sterilization Program Grant Application
Service Delivery Compliance Requirement

Dear Sir or Madam:

Lumpkin County is in compliance with its Service Delivery Strategy according to the Georgia Department of Community Affairs' website (please see the enclosed document). Should there be any questions regarding this document, please do not hesitate to me at either (706) 482-2552 or via e-mail at mark.french@lumpkincounty.gov.

Sincerely,

Mark French
Budget & Grant Analyst

Enclosure

Lumpkin County

[Home](#) [Lumpkin County](#) [Change Community](#)

Planning Status

Status	Submittal Type	Next Date
	Comp Plan Update	02/28/2017
	CIE Update	
	Service Delivery Strategy	02/28/2017

 Compliant  Due in less than 120 days  Past Due

Planning Documents

Current Comprehensive Plans
Service Delivery Strategy

Data for Planning

Quick Links for Lumpkin County
Quick Facts for Lumpkin County
Detailed Census Information Request
American Fact Finder for Lumpkin County
Community Indicators
County Snapshot for Lumpkin County

Other Community Information

Georgia.gov for Lumpkin County
New Georgia Encyclopedia for Lumpkin County
Annexation Reports for Lumpkin County
Georgia's Best Examples for Lumpkin County
Georgia Government Officials





VENDOR MANAGEMENT FORM (PeopleSoft Financial System)

The initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: _____ FEI/SSN: 58-6000857

VENDOR NAME: Lumpkin County Commission

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) _____

ADDRESS: 99 Courthouse Hill

ADDRESS CONT: Suite H

CITY: Dahlonega STATE: GA ZIP CODE: 30533 COUNTRY: US

PHONE NUMBER: 706-482-2552 FAX NUMBER: 706-482-2201

EMAIL: mark.french@lumpkincounty.gov

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # 061112843 BANK ACCOUNT # 2004197477

- Check here if General Bank Account can be used by ALL State of Georgia agencies making payments
 - Check here if this account can only be used for a SPECIFIC purpose Grant Proceeds
- (Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named above. I understand it is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information.

Mark French *Mark French* 9-30-2016
 (Vendor Printed Name) (Vendor Signature) (Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- New Vendor
- Classification Change _____
- Name Change**
- Vendor Deactivation
- Bank Account Add
- 1099 Code _____
- Add address
- Change of Address: Address # _____
- Fleet Anywhere Vendor
- Bank Account Change
- FEI/TIN Change**
- Right of Way Purchase
- Other (provide details in Section 4)
- Bank Account Delete

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change OR a newly completed W-9 form provided by the vendor.

SIC CODES (CHECK ALL THAT APPLY)

- Small Business
- GA Based Business
- Women Owned
- Minority Business Certified
- Minority Business Enterprise
- Hispanic-Latino
- African American
- Native American
- Asian American
- Pacific Islander

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION (OFFICE USE ONLY)

Requestor Name: _____ Agency BU#: _____ Date: _____

Email: _____ Phone: _____ Fax #: _____

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Lumpkin County Commissioner of Roads & Revenue	
2 Business name/disregarded entity name, if different from above Lumpkin County Commission	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ Local Government	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.) 99 Courthouse Hill - Suite H	Requester's name and address (optional) Georgia Department of Agriculture 19 Martin Luther King Jr. Dr., SW, Rm 222 Atlanta, GA 30334
6 City, state, and ZIP code Dahlonega, GA 30533	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

Social security number									
or									
Employer identification number									
5	8	-	6	0	0	0	8	5	7

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

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Mark Trench* Date ▶ *9-30-2016*

General Instructions

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

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

Purpose of Form

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

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

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

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

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ²
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



VCA Dahlonega Animal Hospital, 1284 Dawsonville Hwy, Dahlonega, GA 30533

October 10, 2016

Georgia Department of Agriculture
19 Martin Luther King, Jr. Dr., S.W.
Atlanta, Georgia 30334

To whom it may Concern:

My name is Emily Joyce Wallin, DVM. (VET008776). I am employed by VCA, which has two Veterinary office in Lumpkin County, Georgia. At the present time VCA aka, Chestatee Animal Hospital and Dahlonega Veterinary Hospital are under contract with the Lumpkin County Board of Commissioners to provide veterinary services to the Lumpkin County Animal Shelter. As part of our service we provide spay and neutering for the shelter at a reduced price to insure all animals are alter before going home with their new owners.

We are in full support in the county shelter applying for grant funds to be used to help reduce the population of animal in Lumpkin County. At this time, we have an agreement to alter all animals that the shelter adopts for the cost of forty five dollars per animal. This fee is the same for all animals no matter the size or gender. If grant funds are awarded our fee of forty five dollars for the alteration of animals will not change. Being awarded these funds will allow the shelter to expand this service to the residents of the county who chose not to have their companion alter because of today's economy.

Over the past year Lumpkin County Animal Shelter has made great strides in this area to help improve the quaintly of life for the animals in our county, again any concretion on the award of these funds will only improve the quaintly of life for animals in our county, and help reduce the population of stray and unwanted animals in our county that are being euthanized for lack of homes.

Sincerely

A handwritten signature in black ink, appearing to read "Emily Joyce Wallin". The signature is written over a horizontal line.

Emily Joyce Wallin, DVM