GALVESTON
★ ISLAND ★
Park Board of Trustees

Concessionaire Checklist

Once the Board of Trustees has approved a Concessionaire Application for contract, there are certain documents that need to be submitted & approved before or at the time of signing the contract(s). Below is the list of documents that need to be received &/or approved before a formal Notice to Proceed with Concession Operations will be granted:

1. ____ Completed Application & Application Fee (BEFORE contract written)– for new Vendors and/or Changes in Ownership.
2. ____ Completed & Executed W9 Form (BEFORE Contract written). Any changes in ownership must be submitted immediately throughout contract term.
3. ____ Signed contract by the vendor (all ownership parties must sign).
4. ____ Completed Credit Release Form.
5. ____ Current copy of Driver license(s) Or Valid ID for all owners.
6. ____ Full Payment for the first year of contract if the yearly value is $5000.00 or below.
7. ____ General Liability Insurance Certificate, noting additional insured & required amounts of coverage per contract terms. A copy will be sent to be kept on file.
8. ____ Current copy of Vehicle Insurance (only if using a motorized vehicle(s) on the beach, or in the park).
9. ____ Current sales tax permit.
10. ____ Current Health Permit (For Food/Drink Vendors only).
11. ____ Copy of Safety Plan (as required per contract). Must be approved by Beach Patrol.

CREDIT RELEASE FORM

I/we certify that all the information contained in the application/contract is true and includes a complete representation of all material facts as of this date. In addition, I/we give permission to the Galveston Island Park Board of Trustees and/or its representatives or staff to request and receive information required to verify employment, depository accounts, and credit history. This includes permission to run credit check reports and obtain all the information necessary to complete the concessionaire application/contract.

Concessionaire Applicant

Signature

Print Name

Social Security #

Date of Birth

Residence Street Address

City, State, Zip

Mailing Address (if Different)

Phone #

Name of Business

Co-Applicant

Signature

Print Name

Social Security #

Date of Birth

Residence Street Address

City, State, Zip

Mailing Address (if Different)

Phone #

Name of Business

Form **W-9**

(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): O Individual/sole proprietor O C Corporation O S Corporation O Partnership O Trust/estate

O Exempt payee

O Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

O Other (see instructions) ▶

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. The TIN provided must match the name given on the "Name" line to avoid backup withholding. 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 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

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

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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

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 4.

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

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain 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 provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (*or* you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.