REGISTRAR OF VOTERS
COUNTY OF RIVERSIDE

To prepare for the upcoming elections, we are requesting your assistance in helping our office identify available Vote Centers throughout Riverside County.

The County of Riverside has changed how it delivers in-person voting to residents due to the recently adopted Voter's Choice Act. A voter can go to any Vote Center throughout the County of Riverside and receive their specific ballot, rather than just their neighborhood polling place. These centers will be open for several days leading up to Election Day to give voters who choose to vote in person the flexibility to cast their ballot at their convenience.

Please acknowledge that your facility is available by completing, signing, and dating the attached "Vote Center Availability Request Agreement" form. You may return the completed agreement by fax to (951) 486-7320, or by email to Rovpolls@rivco.org, or by mail. When completing the form **please indicate the specific room space** that will be available for the eleven (11) day or four (4) day voting period. It is very important that our office provides the correct location to our voters.

Pursuant to Elections Code, private and gated facilities must allow nonresident voters access to the facility during the election period to cast their ballot.

If your facility is selected to serve as a Vote Center, voting equipment, tables and chairs (if requested), will be delivered ***approximately one week*** prior to the start of the election period. The Registrar of Voter's Office or our contracted carrier will call to schedule a time and date for delivery of equipment. ***Please identify a secure area for voting equipment storage.*** Pick up of the equipment will occur within one week after the election, you will receive a call from our office, or that of our carrier.

The Lead Election Officer for your site will contact you to make arrangements to access the facility to set up the equipment and to arrange for access to your facility. If you do not receive a call from the Lead Election Officer 3-4 days prior to the beginning of the election period, please call our office at (951) 486-7341, or toll free at (877) 663-9906.

VOTE CENTER AVAILABILITY REQUEST AGREEMENT
RETAIN FOR YOUR RECORDS

Please forward a copy of this contract to the contact person responsible for coordinating the pre-voting period and Election Day facility use.

Provide the contact person's phone number (   ) _____ - _____

_____

❏   I give my permission for the use of: (Name of Facility)

CHECK ONE:

❏ 4 day Site   ❏ 11day Site

Room Authorized:_____

Please check (X) the appropriate boxes that apply:
- ❏ Check here if you can provide **four** 6'- 8' tables and 10 chairs
- ❏ Check here if you require for the Registrar to deliver tables and chairs to your facility
- ❏ Facility use **"Free"**
- ❏ Request $25.00 Compensation **(Must provide W-9 enclosed)**

Contact Name (print):_____**Title:**_____**Phone #:**_____

Alternate Contact Name (print):_____**Phone #:**_____

*Emergency Contact:_____**Phone #:**_____

  *This is the person and phone number the Registrar of Voters will use in an emergency (Election Day access, etc.)

Mailing Address:_____

After Business Hours Phone:_____**Fax #:**_____

E-mail Address:_____

For future requests how would you prefer to be contacted?   Fax ❏   E-Mail ❏   Regular Mail ❏

*I HAVE READ AND UNDERSTAND ALL THE TERMS OF THIS AGREEMENT, AND BY SIGNING THIS AGREEMENT VOLUNTARILY I AM AGREEING TO ABIDE BY THESE TERMS.

Signature: _____   Date: _____

Please contact us at (951) 486-7341 within 15 days prior to the election if you have not received a letter informing you of a decision for your facility to serve as a Vote Center.

VOTE CENTER AVAILABILITY REQUEST AGREEMENT
COMPLETE, SIGN, AND RETURN THIS FORM VIA FAX, EMAIL, OR REGULAR MAIL TO THE REGISTRAR OF VOTERS OFFICE

E-Mail: Rovpolls@rivco.org   **Fax # (951) 486-7320**   **Mail:**   **Use the self-addressed stamped envelope provided.**

Please forward a copy of this contract to the contact person responsible for coordinating the pre-voting period and Election Day facility use.

Provide the contact person's phone number (   )_____- _____

❑   I give my permission for the use of: (Name of Facility)   CHECK ONE:

❑ 4 day Site   ❑ 11day Site

Room Authorized:_____

Please check (X) the appropriate boxes that apply:
- ❑ Check here if you can provide **four** 6'- 8' tables and 10 chairs
- ❑ Check here if you require for the Registrar to deliver tables and chairs to your facility
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Contact Name (print):_____**Title:**_____**Phone #:**_____

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Mailing Address: _____

After Business Hours Phone:_____**Fax #:**_____

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For future requests how would you prefer to be contacted?   Fax ❑   E-Mail ❑   Regular Mail ❑

*I HAVE READ AND UNDERSTAND ALL THE TERMS OF THIS AGREEMENT, AND BY SIGNING THIS AGREEMENT VOLUNTARILY I AM AGREEING TO ABIDE BY THESE TERMS.

Signature: _____   Date: _____

Please contact us at (951) 486-7341 within 15 days prior to the election if you have not received a letter informing you of a decision for your facility to serve as a Vote Center.

Form **W-9**

(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

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

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

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

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

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

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

6 City, state, and ZIP code

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

Part I — Taxpayer Identification Number (TIN)

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

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

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

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

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

Purpose of Form

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

• Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

• Form 1099-S (proceeds from real estate transactions)

• Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

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

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

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)